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ABSTRACT

This guide is designed to acquaint students of the University of Missouri-Columbia with the facilities and resources of the Ellis Library, and is intended for students enrolled in Library Science 105: Library Skills. The guide is organized into sections dealing with search strategies and types of library materials. It opens with an orientation to the Ellis Library, featuring short descriptions of the library's main areas, floor plans, and a detailed map. Aspects of research strategy are outlined, and a flow chart further details the research process. Sections on library resources cover the following: (1) the card catalog; (2) Library of Congress Subject Headings; (3) searching the online catalog of the Libraries of the Missouri Information Network (LUMIN), which holds approximately 1.2 million bibliographic records; (4) Library of Congress and Dewey Decimal classification systems; (5) how to locate and borrow materials in the Ellis Library; (6) bound and online periodicals and newspaper indexes; (7) serials; (8) government documents; (9) microforms; (10) encyclopedias; (11) dictionaries; (12) biographical sources; (13) atlases; (14) almanacs and statistical records; and (15) books and film reviews, plot summaries, and pamphlets. (SD)

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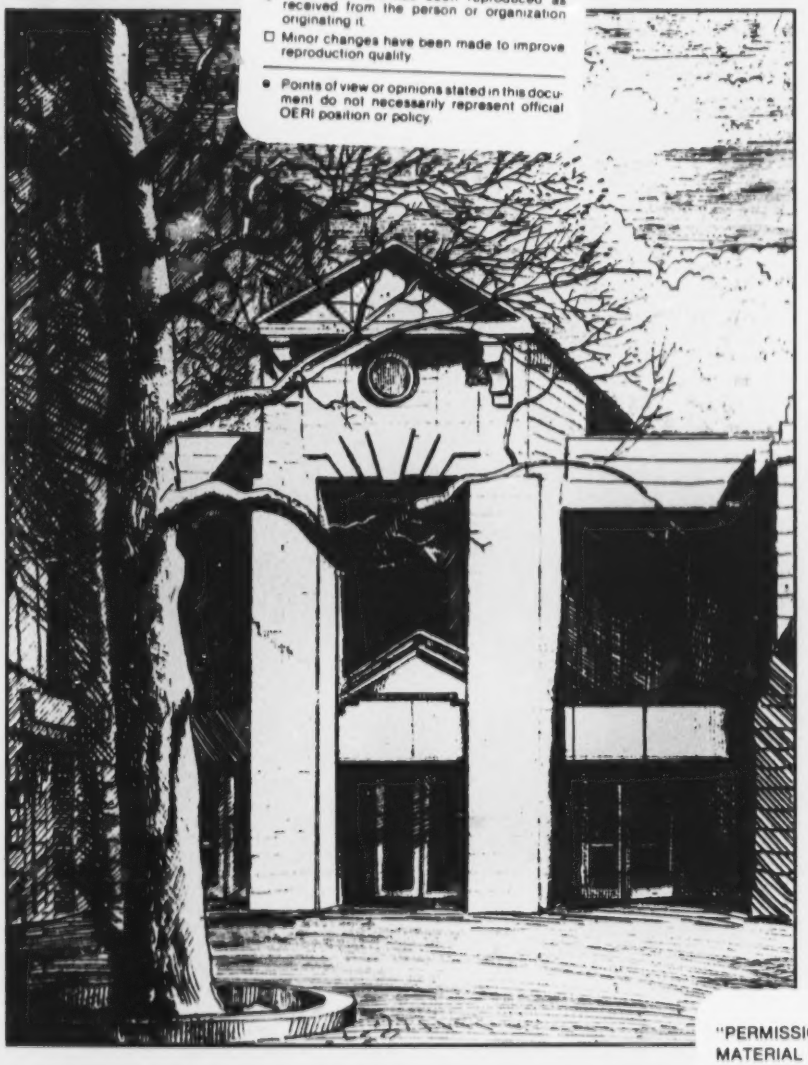

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1989

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Search On: Using Libraries by Paulette Sharkey, Copyright 1978 by the Department of Library Services, Lansing Community College, Lansing, Michigan.

User's Guide To The Library: A self-paced program in using M.S.U. Library Resources edited by Anita Evans, Copyright 1985 by the Michigan State University Libraries, East Lansing, Michigan.

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Revised 1982, 1985, 1986, 1988.

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Preface

This enlarged and revised edition of the Library Skills workbook is based on the original edition published in 1979. Although minor revisions were made in 1982, 1985, and 1986, the editors felt that the workbook had become outdated because the Library had undergone major reorganization and had acquired many new automated research tools. This edition incorporates LUMIN and the new CD-ROM database searching that are available to undergraduate students. In addition, there is an emphasis on research strategy as a way to integrate the individual chapters.

We want to once again thank the Ellis librarians who contributed chapters to the original edition. We are grateful to Mimi Dudley, Paulette Sharkey and Joan Kunselman for granting us permission to adapt their workbook for the original edition of this workbook. Others workbooks consulted for this edition are listed on the verso of the title page. Special thanks to Dr. Ron Powell of the School of Library and Informational Science for proofreading the text and for his helpful suggestions, and to Mary Kempf for her gracious and able assistance when we were trying to meet publication deadlines.

P.B. and A.R.L.
1988

Introduction

This workbook is designed as a basic text for students enrolled in Library Science 105: Library Skills. It is intended to introduce the student to efficient and effective use of Ellis Library and its resources, and to provide elementary instruction in the research process. The information gained from this course should develop a foundation of basic library skills that will be applicable in all university course work.

The chapters of the workbook and the related assignments cover many aspects of library use, from access of the collection through the LUMIN Online Catalog and the Card Catalog, to the location and use of specific research tools. The assignments are intended to provide hands-on practice using some of the basic sources of information. The goal of the program is to make the student a knowledgeable, confident user of Ellis Library.

1

Orientation to Ellis Library

The University of Missouri-Columbia (MU) Library system consists of Ellis Library, which is the main library on campus, seven branch libraries, Tate Hall, and two library annexes. These libraries serve approximately 23,000 undergraduate and graduate students, as well as University faculty and staff. The Library system's collection includes over 2,400,000 volumes and 4,200,000 microforms. The microform collection ranks sixth nationally among American research libraries. The entire collection can be accessed through the LUMIN Online Catalog and the Card Catalog. In addition, MU Libraries have acquired a number of automated research tools, including *InfoTrac*, and subject-specialized CD-ROM periodical indexes. Access to over 500 databases nationwide is provided through LITQUEST, the Library's online search service.

The first step in learning to use Ellis Library effectively is to become familiar with the facility and be aware of the location of special areas within the Library. On the following pages are floor plans of Ellis Library, as well as a detailed map of the Reference area in 1 South. These floor plans can be used to locate the collections needed to complete required assignments.

Collections and Service Areas of Ellis Library

Card Catalog — 1 Central

The Card Catalog is the guide to materials in the MU library system. It is a divided catalog, providing access to cataloged books by author/title and by subject. The Card Catalog was closed December 31, 1985; for more recent acquisitions consult the LUMIN Online Catalog.

Circulation — 1 North

Books and other library materials can be checked out and returned at the Circulation Desk, located near the north entrance of the Library. If you are unable to find a book or journal on the shelf, the Circulation Department can either call it in (if it is checked out) or do a thorough search of the Library for the missing item. Call in/Look up slips are available at the Circulation Desk.

Copy Service — Room 115, 1 North

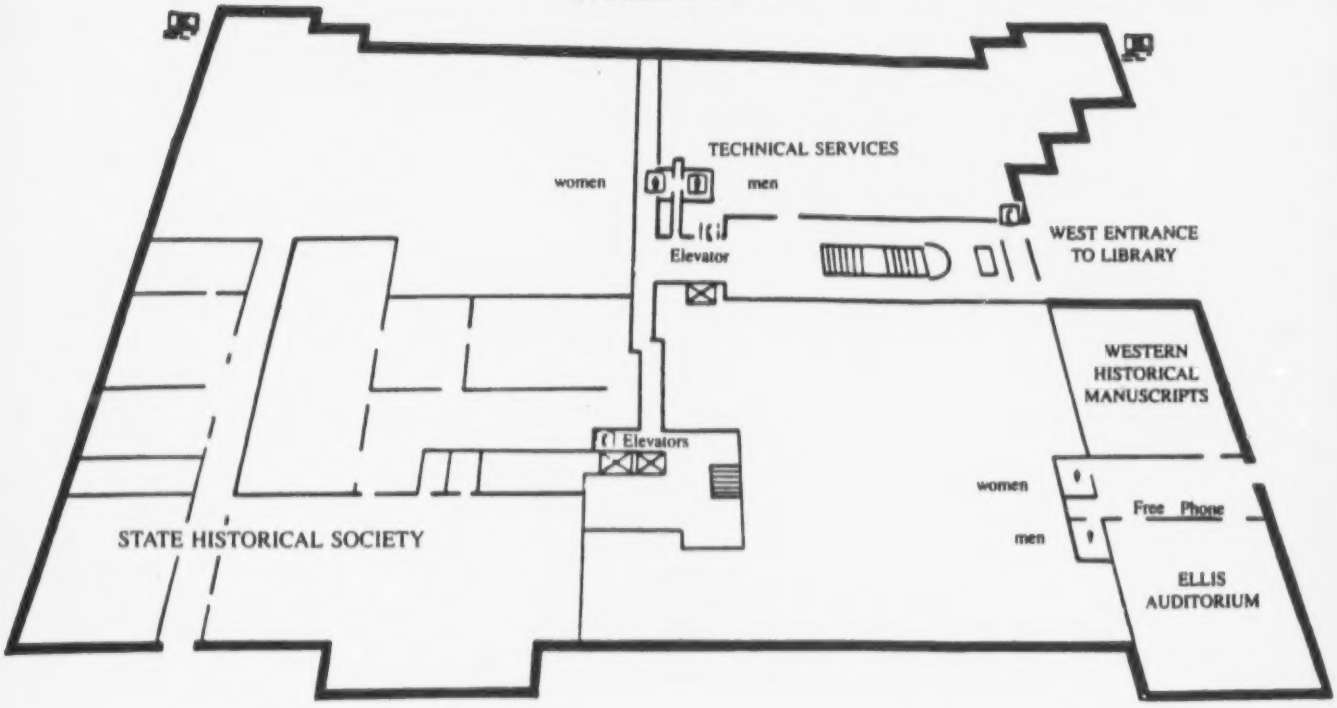
The Copy Service is open most hours the Library is open, including evenings and weekends. Services include regular copying, enlargements and reductions, large document copying, and microform copying. Cash and checks are accepted. Coin operated copy machines are accessible through the Current Periodicals Reading Room (Room 114, 1 West), and microfilm copying is available in Special Collections, 4 West.

Current Periodicals Reading Room — Room 114, 1 West

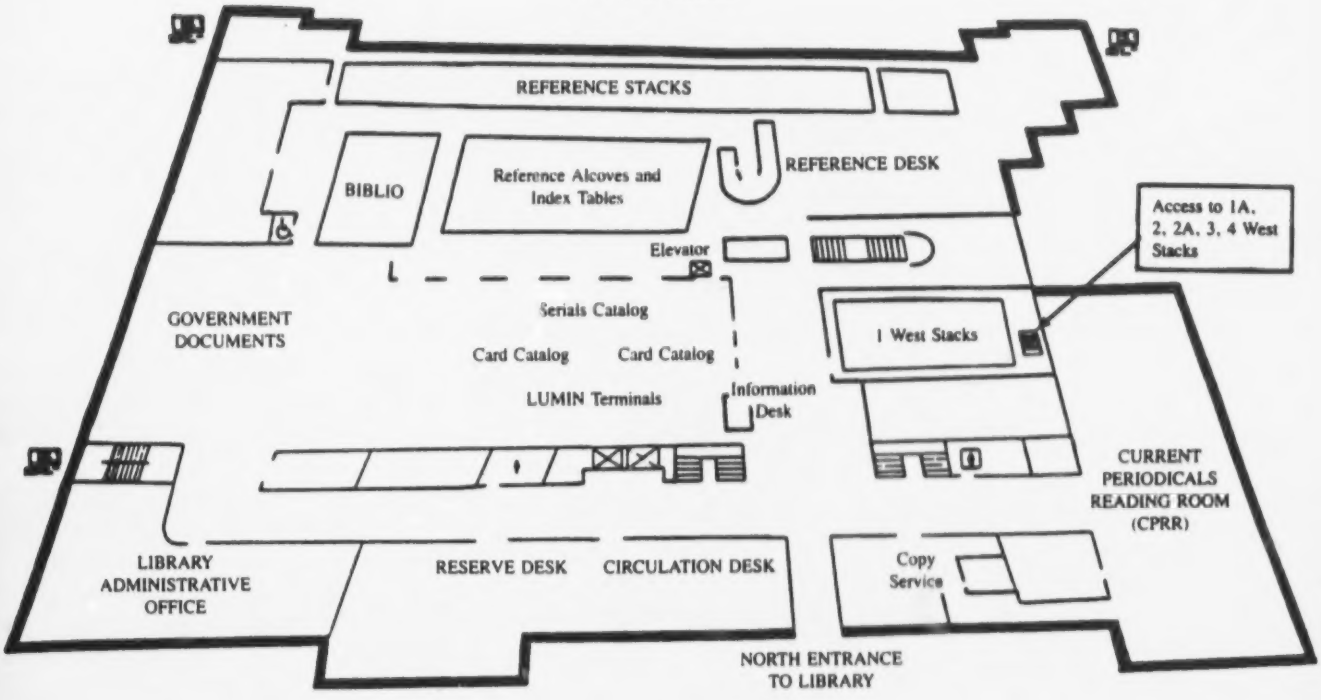
The current issues of approximately 6,000 of the most frequently used periodicals are located in the Current Periodicals Reading Room (CPRR). Most periodicals in CPRR are arranged alphabetically by their title; however, some are arranged by their corporate author entry as found in LUMIN or the Serials Catalog. The periodicals in CPRR are non-circulating.

Ellis Library

Ground Floor

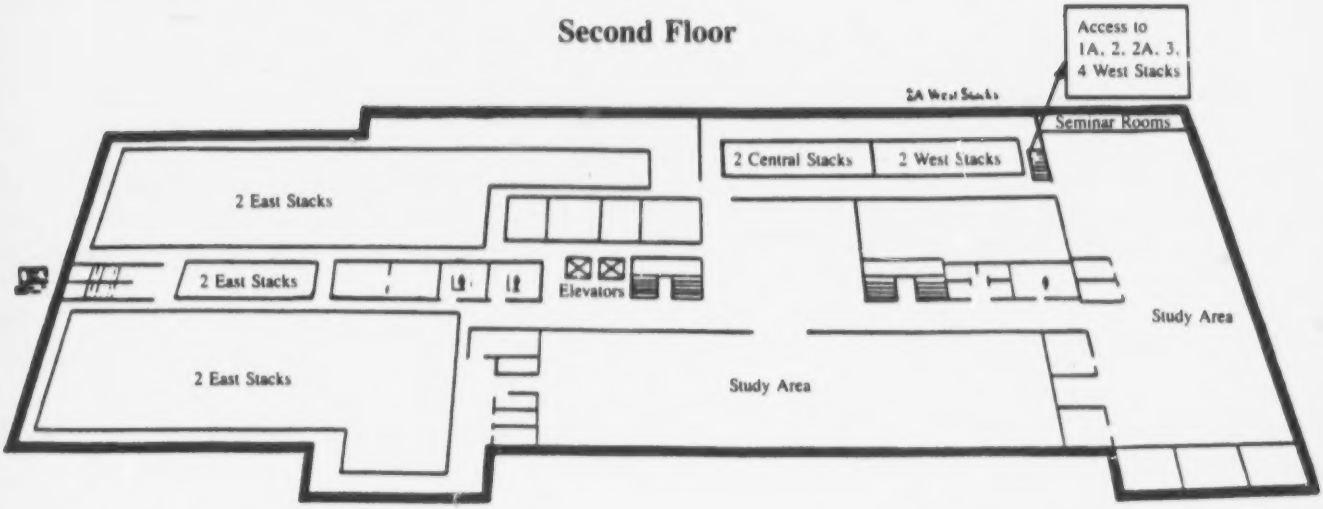


First Floor

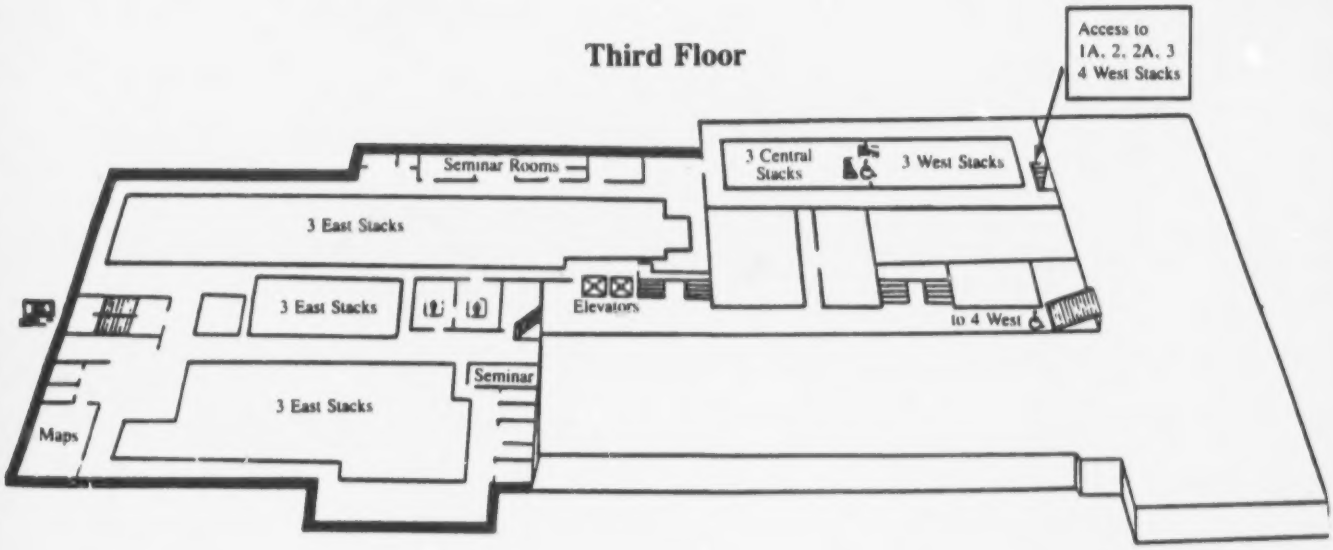


10

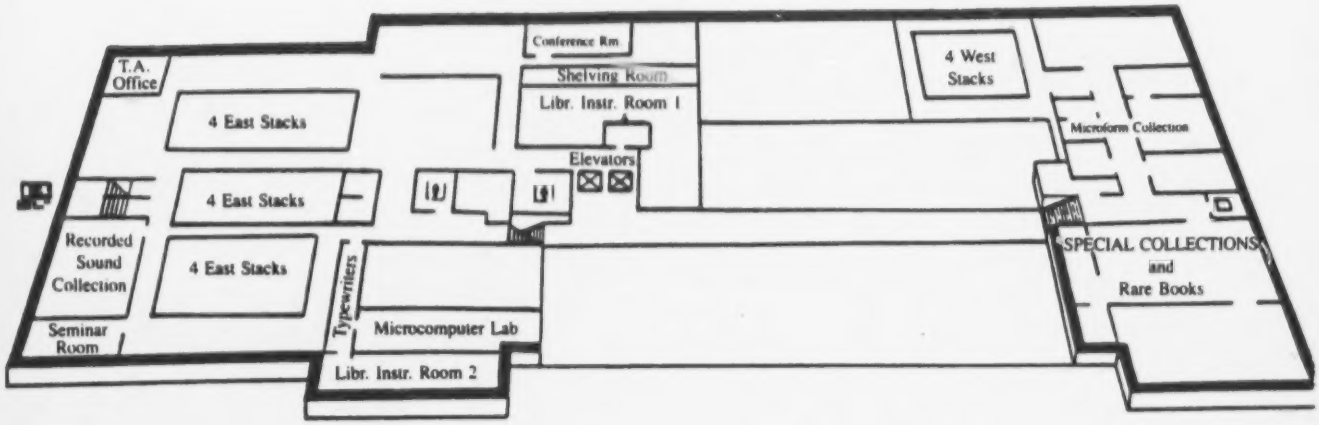
Second Floor



Third Floor

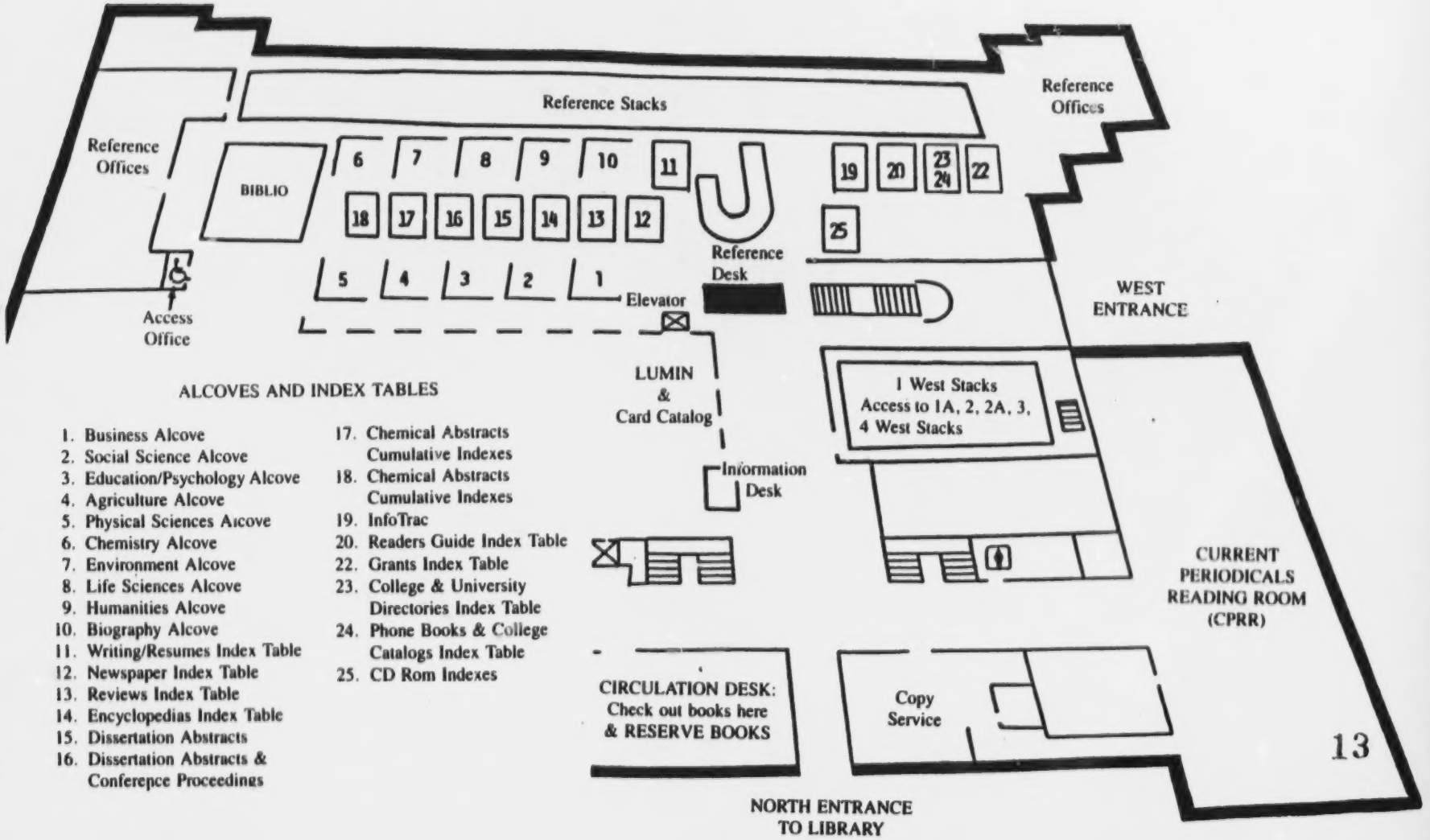


Fourth Floor



First Floor

Reference Area (1 South)



ALCOVES AND INDEX TABLES

1. Business Alcove
2. Social Science Alcove
3. Education/Psychology Alcove
4. Agriculture Alcove
5. Physical Sciences Alcove
6. Chemistry Alcove
7. Environment Alcove
8. Life Sciences Alcove
9. Humanities Alcove
10. Biography Alcove
11. Writing/Resumes Index Table
12. Newspaper Index Table
13. Reviews Index Table
14. Encyclopedias Index Table
15. Dissertation Abstracts
16. Dissertation Abstracts & Conferepce Proceedings
17. Chemical Abstracts Cumulative Indexes
18. Chemical Abstracts Cumulative Indexes
19. InfoTrac
20. Readers Guide Index Table
22. Grants Index Table
23. College & University Directories Index Table
24. Phone Books & College Catalogs Index Table
25. CD Rom Indexes

Documents — 1 East

The majority of government documents in the Library are housed in 1 East. The location device used for the collection is composed of a location symbol — DOCS or 353.8 — followed by the Superintendent of Documents (SuDoc) number. Most of these publications are not listed in the Card Catalog or LUMIN; they can be found using the *Monthly Catalog of U.S. Government Publications* and other indexes.

Information Desk — 1 Central

The staff at the Information Desk provides directional assistance and information about library services. Help with the Card Catalog and LUMIN is also available.

Interlibrary Loan — Reference Desk, 1 South

Interlibrary loan is available to students, staff, and faculty for the purpose of obtaining research materials unavailable in the MU Libraries. There is no limit to the number of items requested, but all materials requested must be related to research. Application forms are available at the Reference Desk. A loan request may take two to four weeks to fill. All items are picked up and returned to the Reference Desk.

Library Services for the Disabled — Room 176, 1 South

Library services are available to all students, staff, faculty, and community members with disabilities who are unable to use normal access routes or who require special assistance. Equipment available for use in Ellis Library includes electronic visual aids and an IBM typewriter. For more information inquire at the Access Office or the Reference Desk, 1 South.

LITQUEST — Reference Desk, 1 South

LITQUEST is a computerized literature searching service that provides access to over 500 bibliographic databases covering virtually every subject area. LITQUEST/After Dark is a menu-driven computer system that allows patron searching in more than 100 databases. For more information, call 882-4581 or contact a reference librarian.

LUMIN — 1 Central

LUMIN (Libraries of the University of Missouri Information Network) is MU Library's Online Catalog. It contains records for materials acquired since 1965. Assistance with LUMIN is available at the Information Desk; brochures are also provided at the terminals. Other LUMIN terminals are available in the branch libraries.

Microcomputing Lab — Room 4D12, 4 East

IBM and MacIntosh personal computers are available for student or staff use on a first-come, first-served basis. Software can be checked out at the Reserve Desk, 1 North.

Microforms — 4 West

The majority of microforms are housed in the Special Collections Department. There are also microform sets in the Government Documents area, in Reference, and in some branch libraries. Machines for viewing microforms are adjacent to the microforms in each area. Microform copiers are available in Copy Service (Room 115, 1 North) and in Special Collections (4 West).

Rare Books — 4 West

The Library's collection of rare books is rich and varied. The collection is housed in the Special Collections Department, 4 West. For information, inquire in Room 401.

Recorded Sound Collection — 4 East

The Recorded Sound Collection has over 10,000 phonograph records, reel-to-reel tapes, and compact disks. The collection includes classical, jazz, popular and ethnic music, as well as many spoken word recordings. In-house listening facilities are available. Recordings can be checked out for approximately two weeks. The Recorded Sound Collection is open Monday to Friday 8 a.m. to 5 p.m. For additional hours, check the schedule posted on the door of the Recorded Sound Collection.

Reference — 1 South

The Reference area includes the main Reference Desk and the non-circulating reference collections. The desk is staffed by librarians who are subject specialists in the humanities, social sciences, and sciences. For assistance, inquire at the Reference Desk.

Reserve Desk — 1 North

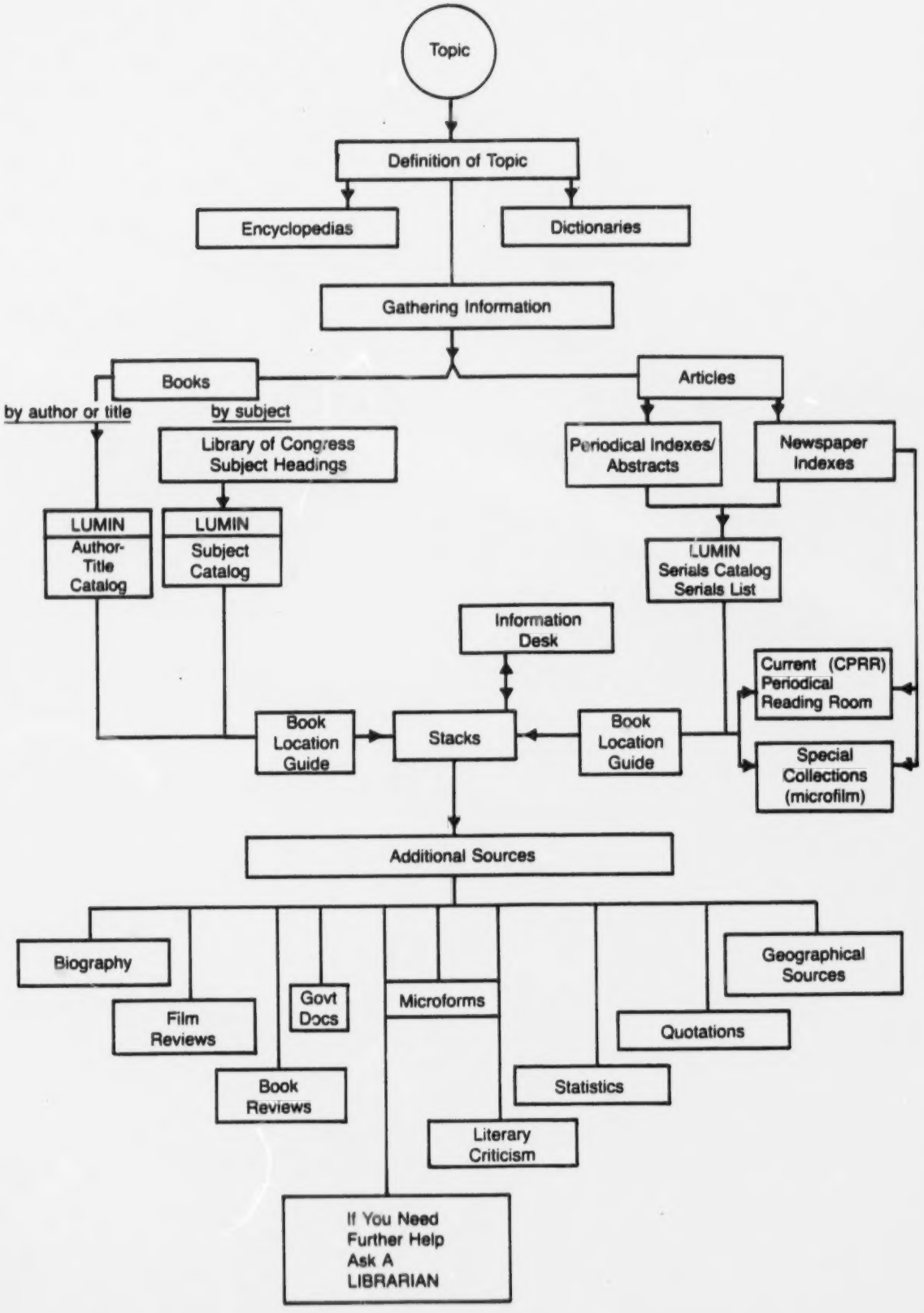
The Reserve Desk, located next to the Circulation Desk, 1 North, handles materials placed on reserve for student use at the request of instructors. Branch libraries have their own reserve sections. A valid student or staff I.D. is required to use reserve materials.

Shelving Room — Room 4F52, 4 East

The Shelving Room is a central sorting area for books and journals checked back into the library. When a book is returned, it is sent to the Shelving Room before it is returned to the proper stack area. This area is open to the public during most hours the Library is open.

Typewriters — 4 East

Electric typewriters are located on the north side of 4 East. These typewriters are available for student use on a first-come first-served basis. Users must supply their own paper and correction aids. The typewriters are owned and maintained by the Missouri Students Association.


Topic
Definition of Topic
Encyclopedias
Dictionaries
Gathering Information
Books
Articles
by author or title
by subject
Library of Congress Subject Headings
Periodical Indexes/ Abstracts
Newspaper Indexes
LUMIN Author-Title Catalog
LUMIN Subject Catalog
LUMIN Serials Catalog Serials List
Information Desk
Current (CPRR) Periodical Reading Room
Book Location Guide
Stacks
Book Location Guide
Special Collections (microfilm)
Additional Sources
Biography
Film Reviews
Book Reviews
Govt Docs
Microforms
Literary Criticism
Statistics
Quotations
Geographical Sources
If You Need Further Help Ask A LIBRARIAN

2

Library Research Strategy

A research strategy is a logical, step-by-step procedure for locating relevant sources of information on a subject. It gives direction to research and allows a systematic search of the library's resources. The individual chapters in this workbook introduce the different categories of materials that are available for research and describe how to access them using a variety of library tools — the LUMIN Online Catalog or periodical indexes, for example. In this chapter, the outlined research strategy and the flowchart on the opposite page demonstrate the steps involved in the research process. Utilizing a research strategy should enable the student to develop logical and effective research methods.

Definition of Topic

After choosing a subject, the first step in a strategy is to refine or narrow the scope of the topic, so that it is not so broad that there is an overwhelming amount of material from which to choose. Encyclopedias and dictionaries are useful at this preliminary stage of research.

Encyclopedias provide an overview of the subject and often divide the subject into major and minor concepts. Major encyclopedias also provide at the end of an article bibliographies, which identify additional sources of information. Listed below are examples of some general and subject encyclopedias available in the Ellis Reference collection.

General Encyclopedias:	*Encyclopaedia Britannica* *Encyclopedia Americana* *Academic American Encyclopedia*
Subject Encyclopedias:	*McGraw-Hill Encyclopedia of Science and Technology* *International Encyclopedia of the Social Sciences* *Encyclopedia of Philosophy* *Encyclopedia of Education*

Dictionaries are useful to define unfamiliar terms or obscure words. Other types of word books — abbreviation dictionaries, thesauri, subject specialized dictionaries — also provide specialized information.

General Dictionaries:	*Oxford English Dictionary* *Webster's New Collegiate Dictionary* *American Heritage Dictionary of the English Language*
Specialized Dictionaries:	*Dictionary of Contemporary American Usage* *Abbreviations Dictionary* *Dictionary of American Slang*

Gathering Information

I. LUMIN and the Card Catalog

There are two master indexes used to locate library materials (books, periodicals, microforms, and recordings): LUMIN Online Catalog and the Card Catalog.

LUMIN is the computerized catalog of Library holdings. Library materials in the LUMIN database can be accessed by author, title, subject, call number, and series.

Card Catalog is a divided catalog: the Author/Title Catalog has author, title, and series access; the Subject Catalog has subject access to holdings, using *Library of Congress Subject Headings*.

II. Periodical Indexes and Abstracting Sources

Periodical indexes and abstracting sources are used to find articles in periodicals. An index lists only the citation to the article (author, title, publisher, copyright, etc.), while an abstracting source provides the citation and a brief summary of the article. There are several types of indexes, examples of which are listed below.

General Indexes:	*Readers' Guide to Periodical Literature* *InfoTrac*
Subject Indexes:	*Biological and Agricultural Index* *Social Sciences Index* *Humanities Index* *Education Index* *Art Index* *Music Index*
Abstracting Sources:	*Chemical Abstracts* *Library and Information Science Abstracts*
Newspaper Indexes:	*New York Times Index* *National Newspaper Index* (indexes the *New York Times*, *Los Angeles Times*, *Washington Post*, *Christian Science Monitor*, and the *Wall Street Journal*)

III. Locating Periodicals

Current issues of journals and magazines are kept in the Current Periodicals Reading Room (CPRR). Back issues of periodicals are bound together and assigned call numbers, then intershelved with books in the stack areas. Titles of periodicals owned by the Library and their call numbers can be located using any one of three sources:

LUMIN
The Serials Catalog
The Serials List

IV. Special Sources

Sources of additional material include Government Documents and the Microform Collections.

Government Documents encompasses materials from all branches of the government on a wide range of topics.

The Microform Collections include back issues of periodicals, early English and American imprints, 18th and 19th century newspapers, and a variety of other materials.

V. Other Sources

Other categories of materials are yearbooks, handbooks, statistical sources, almanacs, book reviews, and biographical sources. Some examples of these types of materials are listed below.

Statistical Abstract of the United States
World Almanac and Book of Facts
Biographical and Genealogy-Master Index
Book Review Digest
Times Atlas of the World

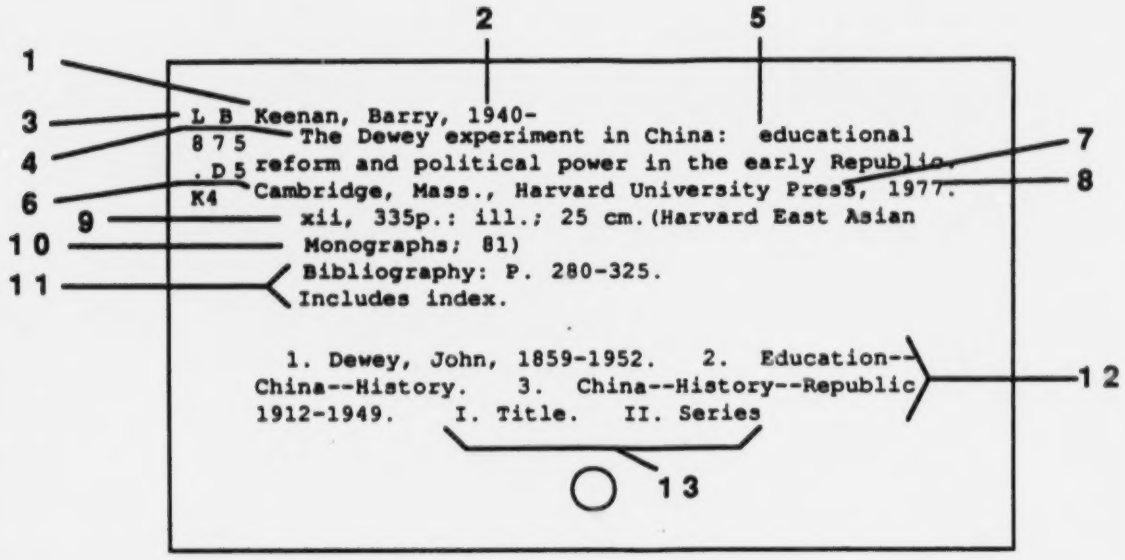
3

The Card Catalog

The main Card Catalog, located in 1 Central, serves as one of the two master indexes to materials available in the MU Libraries. Although the Card Catalog was closed as of December 31, 1985, it is the only index available for materials acquired prior to 1960; it also contains records for material acquired between 1961-1985. No cards are currently being filed in the Card Catalog except cards for materials in non-Roman alphabets. All records for new acquisitions are now being entered only in the LUMIN Online Catalog. The Card Catalog is divided into two separate catalogs: the Author-Title Catalog and the Subject Catalog.

The Catalog Card

The Card Catalog itself is composed of wooden filing drawers filled with 3″ by 5″ cards that are alphabetically arranged according to information contained on the top line of each card. These cards contain a wealth of bibliographic information that is useful in selecting books or citing references in footnotes or in a bibliography. The sample catalog card below illustrates the types of information given for each book listed in the Card Catalog.

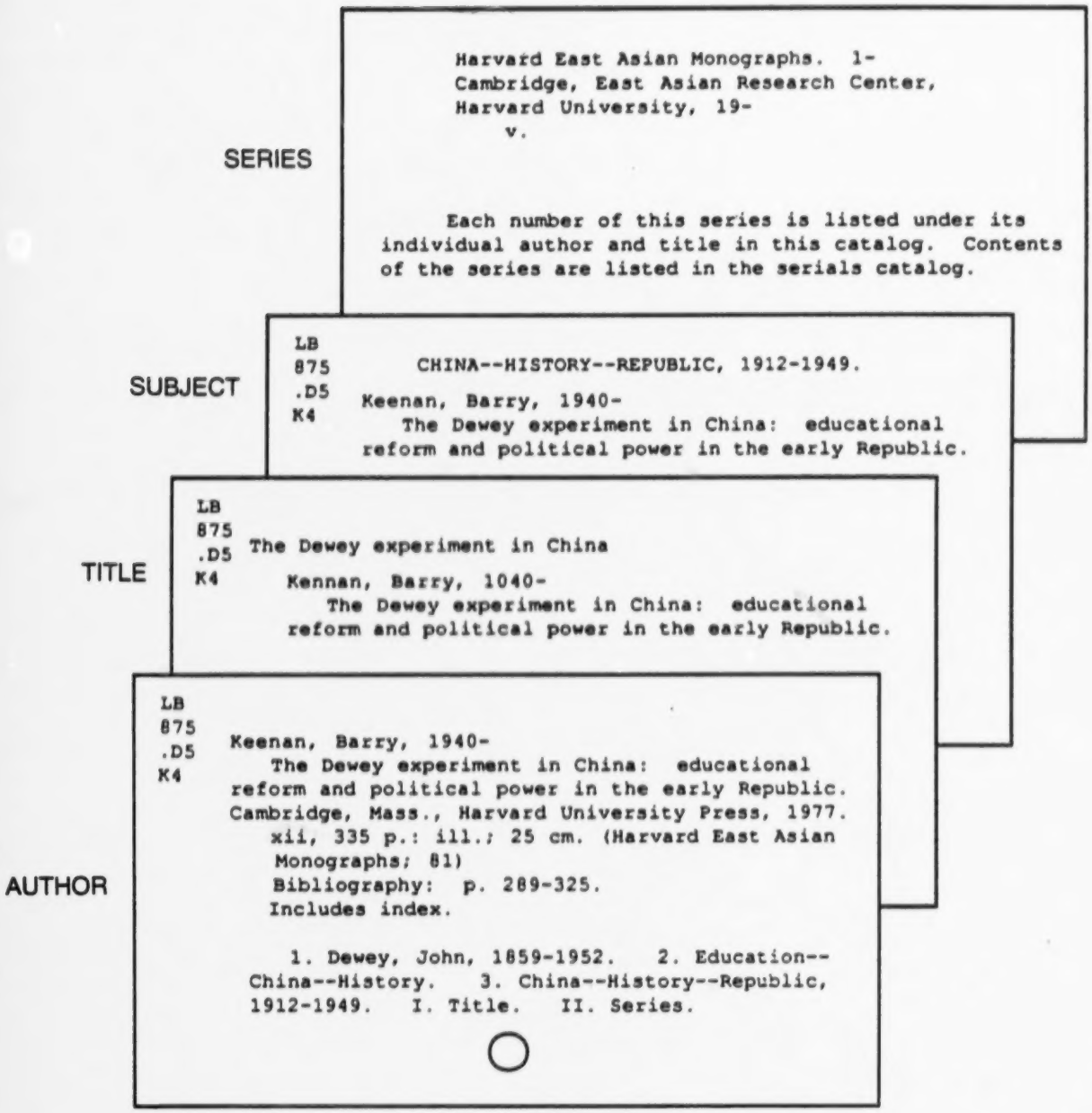


1. Author — the author's name, last name first
2. Author's birth and death dates
3. Call number
4. Title
5. Subtitle
6. Place of publication
7. Publisher
8. Date of publication
9. Physical description of the book — number of pages, presence of illustrations, maps, etc., and height of the book in centimeters
10. Series note — the name of the series, if the book is one of a series
11. Bibliography and index note
12. Tracings — headings used for the subject cards, reflecting the subject content of the book
13. Title and series added entries — indicate that the book can be located by its title and series name

There are several catalog cards in the Card Catalog for each book. Each one represents an access point, or point of entry, for that book in the collection. At the time a book is cataloged, one point of entry is selected by the cataloger as the main entry. The main entry reflects the most important aspect of the work. Typically, the author will be the main entry, because it is the author who is responsible for the intellectual content of the work. The sample card shown above is the main entry card for this book. Items 1-11 comprise the "body" of the catalog card. The bibliographic information in the body of the card will be found on all of the other catalog cards prepared for this book with the exception of the series entry. The main entry is always positioned on the top line of the body of the card. Item 12 comprises the tracings for this book, and it is from this list of tracings that the Subject Catalog cards will be prepared. Item 13 indicates the presence of title, series, or joint author cards.

On the opposite page are examples of all the cards that would be filed in the catalog for this particular title. Each of these cards will be filed alphabetically according to the top line of each card in different drawers of the Card Catalog. It is possible, then, to locate this book by the name of its author, its title, the name of the series of which it is a part, and under any one of three different subject headings that reflect its subject contents. The author, title, and series cards will be filed in the Author-Title Catalog, and the subject cards will be filed in the Subject Catalog.

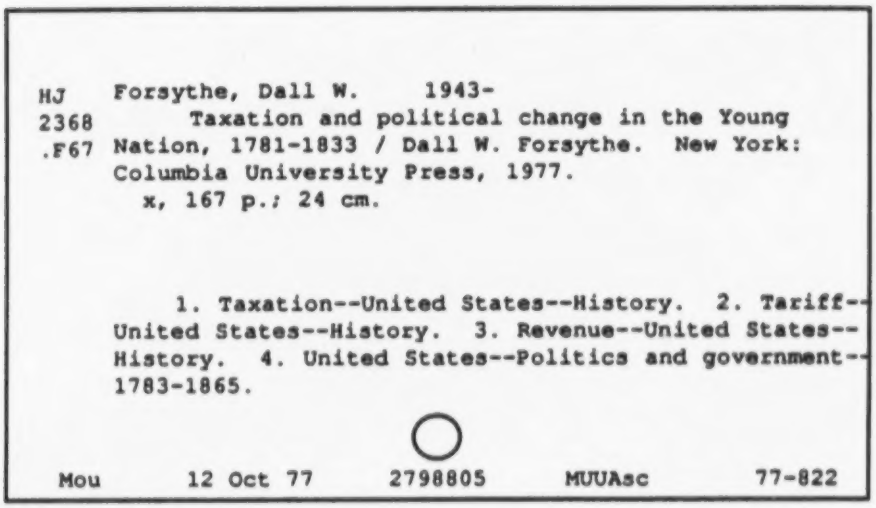
SAMPLE SET OF CATALOG CARDS


SERIES
Harvard East Asian Monographs. 1-
Cambridge, East Asian Research Center,
Harvard University, 19-
v.
Each number of this series is listed under its individual author and title in this catalog. Contents of the series are listed in the serials catalog.
SUBJECT
LB
875
.D5
K4
CHINA--HISTORY--REPUBLIC, 1912-1949.
Keenan, Barry, 1940-
The Dewey experiment in China: educational reform and political power in the early Republic.
TITLE
LB
875
.D5
K4
The Dewey experiment in China
Kennan, Barry, 1040-
The Dewey experiment in China: educational reform and political power in the early Republic.
AUTHOR
LB
875
.D5
K4
Keenan, Barry, 1940-
The Dewey experiment in China: educational reform and political power in the early Republic.
Cambridge, Mass., Harvard University Press, 1977.
xii, 335 p.: ill.; 25 cm. (Harvard East Asian Monographs; 81)
Bibliography: p. 289-325.
Includes index.
1. Dewey, John, 1859-1952. 2. Education--China--History. 3. China--History--Republic, 1912-1949. I. Title. II. Series.

Author-Title Catalog

The Author-Title Catalog is used when the author or title of a book is known. It contains cards for author, title, editor, and series. These cards are interfiled alphabetically according to the top line of each card. There are several types of author entries:

Single Author: One author is responsible for the intellectual content of the work.



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2368
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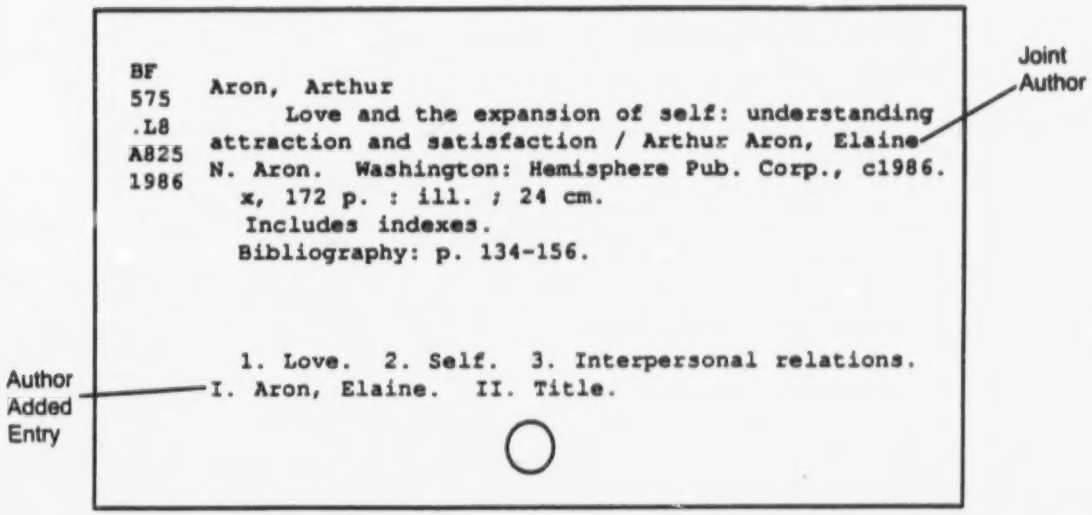
Forsythe, Dall W. 1943-
Taxation and political change in the Young Nation, 1781-1833 / Dall W. Forsythe. New York: Columbia University Press, 1977.
x, 167 p.; 24 cm.

1. Taxation--United States--History. 2. Tariff--United States--History. 3. Revenue--United States--History. 4. United States--Politics and government--1783-1865.

Mou 12 Oct 77 2798805 MUUAsc 77-822

Joint Author: If there is more than one author, the first one listed becomes the main entry. The other authors are listed in the body of the card and as added entries, as the card below demonstrates.



BF
575
.L8
A825
1986

Aron, Arthur
Love and the expansion of self: understanding attraction and satisfaction / Arthur Aron, Elaine N. Aron. Washington: Hemisphere Pub. Corp., c1986.
x, 172 p. : ill. ; 24 cm.
Includes indexes.
Bibliography: p. 134-156.

1. Love. 2. Self. 3. Interpersonal relations. I. Aron, Elaine. II. Title.

Corporate Author/Issuing Body: A company, an organization, or an institution is treated as an author when the published material expresses the thought of the issuing body rather than any single individual. The corporate author card becomes the main entry for the book. Such author entries take a variety of forms, depending upon the organization of the issuing agency. Some of the more common types of corporate author forms are shown below.

Government Bodies: Government bodies such as departments or bureaus are listed in the catalog under the name of the governing body, country, state, or city that controls them.

Library of Congress
U.S. Food and Drug Administration
Missouri. Adjutant-General's Office

Institutions: Educational institutions are listed under the governmental body that controls them.

University of Missouri-Columbia

Associations:

American Psychiatric Association
American Public Works Association. Committee on Refuse Disposal

In the Author-Title Catalog special cards are also interfiled that provide information on how to use the catalog. These are "see" and "see also" reference cards.

See References

A "see" reference card directs the reader from a heading that is not used in the catalog to one that is used.

Division of powers
see Federal government

See Also References

A "see also" reference directs the reader to related headings.

University of Missouri, Columbia
see also
Missouri. University. Columbia

Filing Rules

In actual practice, the alphabetical interfiling of author, corporate author, title, and series cards can become somewhat complex. For this reason, certain filing rules have been established. Some of the more basic rules are discussed below.

1. Filing is done word by word, not letter by letter. That is, in alphabetizing, nothing comes before something: a space between words comes before any letter, as though a space is the first letter of the alphabet. The following examples demonstrate how filing word by word compares with filing letter by letter.

Word by Word	**Letter by Letter**
New England	Newcomens Society
New York	New England
New York of the novelists	Newfoundland
Newcomens Society	New York
Newfoundland	New York of the novelists

2. When there are several books by the same author, the cards are filed under the author's name, then alphabetically by the title.

Lang, Andrew
Adventures among books
Lang, Andrew
Complete works
Lang, Andrew
Homer and the epic

3. The articles "a", "an", and "the" are ignored when they are the first word of a title, but not if they appear later in a title, as the following filing sequence demonstrates.

Late adulthood
The late affair has almost broke my heart
Late Bronze Age and Iron Age settlement
The late great me

4. Abbreviations and numbers are filed as if they were spelled out.

Dr.	Doctor
St. Louis	Saint Louis
30	thirty
1879	eighteen seventy nine
%	percent
Mrs.	Mistress

5. When the same word or combination of words is used as the heading for different kinds of entries, personal **names** are filed first, followed by **places**, and then **titles**.

Person:	Lincoln, Abraham
	Lincoln, Elmo
	Lincoln, William
Place:	Lincoln, Eng. City Surveyor's Office
	Lincoln, Eng. Public Library
	Lincoln, Nebraska
Title:	Lincoln and Ann Rutledge
	Lincoln County coast directory
	Lincoln plays

Labeled guide cards that stand above the level of the catalog cards are often used in the catalog to indicate where in the filing sequence person, place, and title begin.

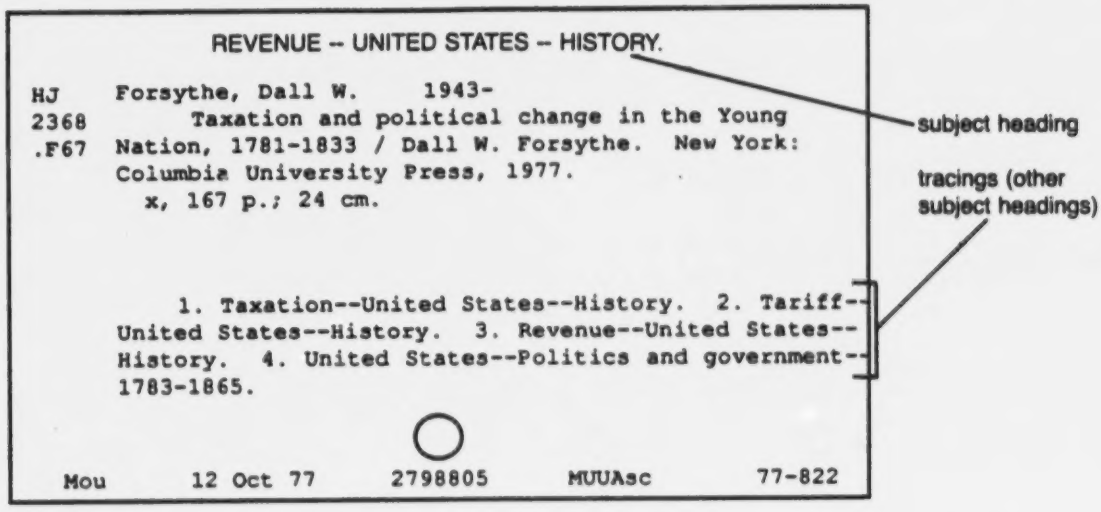
6. Mc and M' are interfiled with Mac.

4

The Subject Catalog

The Subject Catalog is one of the most important research tools in the Library. Along with LUMIN it provides subject access to the Library's collection; therefore it is essential to know how to use it effectively. This chapter describes how to use the Subject Catalog and *Library of Congress Subject Headings* to locate library materials.

The Subject Catalog is a collection of catalog cards arranged alphabetically by the subject headings that appear on the top line of the cards. Every book added to the collection is represented by one or more subject cards, each with a subject heading that indicates one aspect of the subject content of the book. The subject headings appear in capital letters across the top of the card.

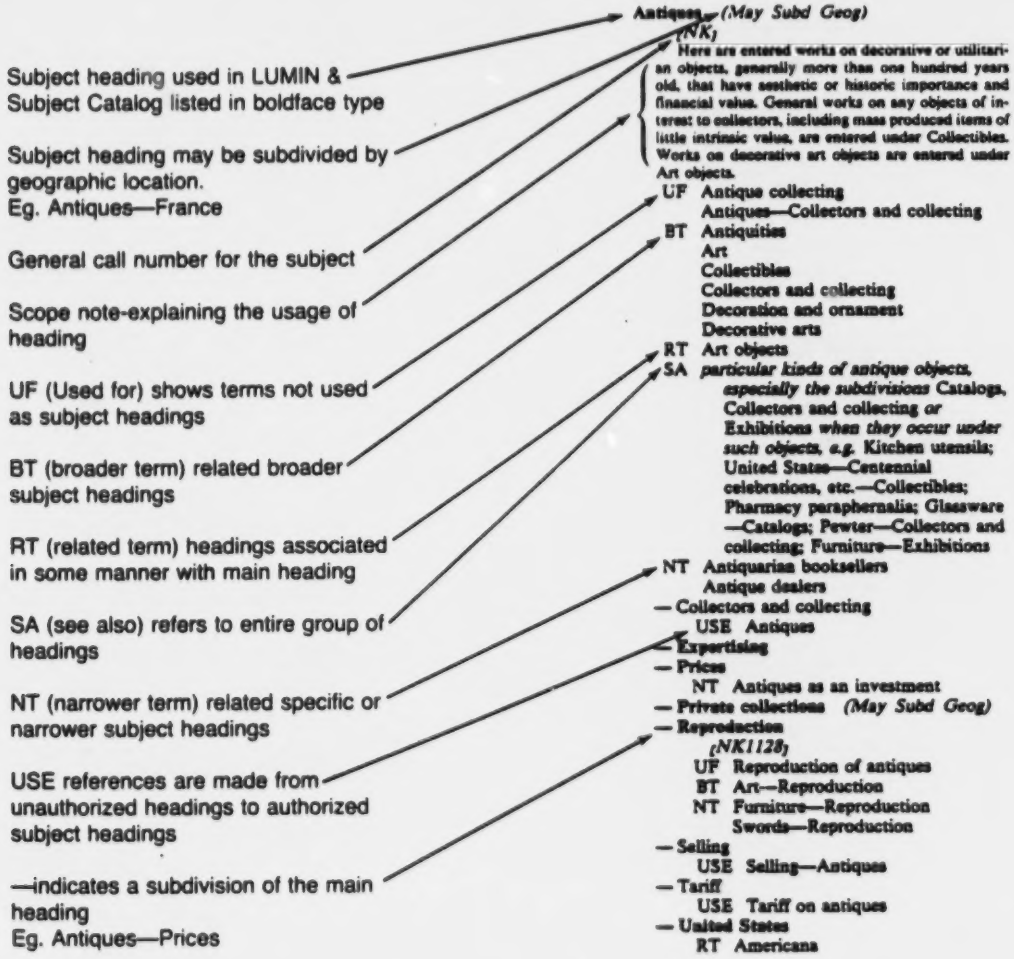

REVENUE -- UNITED STATES -- HISTORY.
HJ
2368
.F67
Forsythe, Dall W. 1943-
Taxation and political change in the Young Nation, 1781-1833 / Dall W. Forsythe. New York: Columbia University Press, 1977.
x, 167 p.; 24 cm.
1. Taxation--United States--History. 2. Tariff--United States--History. 3. Revenue--United States--History. 4. United States--Politics and government--1783-1865.
Mou
12 Oct 77
2798805
MUUAsc
77-822
subject heading
tracings (other subject headings)

The subject headings used on catalog cards are found in *Library of Congress Subject Headings*. The following section explains how to use *LC Subject Headings* to locate appropriate subject headings on a research topic.

Library of Congress Subject Headings

Library of Congress Subject Headings is a standard list of alphabetically arranged subject headings developed by the Library of Congress. It is used by research and public libraries across the country to enable standardized subject searching. In Ellis Library, copies of the three-volume set of red books are located in the Reference area, and near the Subject Card Catalog and the LUMIN terminals. It is important to keep in mind, however, that only if the Library owns a book on a particular subject will a card with the appropriate subject heading be filed in the Subject Catalog. In other words, not all headings in *LC Subject Headings* are found in MU's Subject Catalog.

The following sample entry from *LC Subject Headings* shows the basic format for an entry and indicates the alphabetical arrangement and the interrelationships among the headings and subheadings.


Subject heading used in LUMIN & Subject Catalog listed in boldface type
Subject heading may be subdivided by geographic location. Eg. Antiques—France
General call number for the subject
Scope note-explaining the usage of heading
UF (Used for) shows terms not used as subject headings
BT (broader term) related broader subject headings
RT (related term) headings associated in some manner with main heading
SA (see also) refers to entire group of headings
NT (narrower term) related specific or narrower subject headings
USE references are made from unauthorized headings to authorized subject headings
—indicates a subdivision of the main heading Eg. Antiques—Prices
Antiques—(May Subd Geog)
[NK]
Here are entered works on decorative or utilitarian objects, generally more than one hundred years old, that have aesthetic or historic importance and financial value. General works on any objects of interest to collectors, including mass produced items of little intrinsic value, are entered under Collectibles. Works on decorative art objects are entered under Art objects.
UF Antique collecting
Antiques—Collectors and collecting
BT Antiquities
Art
Collectibles
Collectors and collecting
Decoration and ornament
Decorative arts
RT Art objects
SA particular kinds of antique objects, especially the subdivisions Catalogs, Collectors and collecting or Exhibitions when they occur under such objects, e.g. Kitchen utensils; United States—Centennial celebrations, etc.—Collectibles; Pharmacy paraphernalia; Glassware—Catalogs; Pewter—Collectors and collecting; Furniture—Exhibitions
NT Antiquarian booksellers
Antique dealers
— Collectors and collecting
USE Antiques
— Expertising
— Prices
NT Antiques as an investment
— Private collections (May Subd Geog)
— Reproduction
[NK1128]
UF Reproduction of antiques
BT Art—Reproduction
NT Furniture—Reproduction
Swords—Reproduction
— Selling
USE Selling—Antiques
— Tariff
USE Tariff on antiques
— United States
RT Americana

Developing a List of Subject Headings

1. Make a list of words or phrases that are associated with the topic. Encyclopedias and other reference sources are good sources for these words. For example, in researching the subject of 'antique collecting', synonyms include collectibles, art objects, or furniture reproduction.
2. Look up each term in *LC Subject Headings*. The entry for antique collecting appears below.

Antique collecting
USE Antiques

Note that antique collecting is not listed as a subject heading; reference is made to the term "Antiques." (See complete listing for this term above.)

3. If the term is not a subject heading, note any USE reference to headings that are listed.
4. Referring back to the entry for "Antiques," note that some terms (preceded by NT) define the topic more specifically or refer to only one aspect of the subject, e.g. Antique dealers, Antiquarian booksellers; while other terms (preceded by BT) suggest related broader subjects, e.g. Antiquities, Art or Collectibles. Related terms (preceded by RT) suggest subject headings that are associated in some manner other than by hierarchy to the main heading. See also headings (SA) are references to an entire group of headings.
5. By using *LC Subject Headings* it is now possible to find in LUMIN or the Subject Catalog a list of books and other materials on that topic.

Several categories of subject headings are excluded from *LC Subject Headings*, but are used in LUMIN and the Subject Catalog. These include personal names and names of corporate bodies, as well as geographical regions and features. For instance, books about Benjamin Franklin can be located in the Subject Catalog under "Franklin, Benjamin," but his name is not used as a subject heading in *LC Subject Headings*. The same is true of authors like William Faulkner or Maya Angelou. Biographies or criticism of these authors are found under the subject "Faulkner, William," or "Angelou, Maya." These names are not listed in *LC Subject Headings* in order to save space and to keep the list current. Instead, sample entries under "Washington, George" and "Shakespeare, William" are listed in *LC Subject Headings* to indicate how subject headings for political/historical figures and authors are developed. Similarly, subject headings that refer to geographical locations or features — "Salzburg (Austria)" or "Columbia (Mo)" — are used in LUMIN and the Subject Catalog, but are not necessarily listed in *LC Subject Headings*. Local geographical names also are excluded from the list, but are used in LUMIN and the Subject Catalog.

Subdivisions or Subdivided Headings

Each main subject heading in *LC Subject Headings* can be subdivided to focus on special aspects of the topic. These subdivisions are added to the main heading with double dashes. The first part of the subject heading expresses the subject in general; the subheading that follows the dashes delineates a specific part of the subject. The more subdivisions in a heading, the narrower and more specific it becomes, as in the example below.

COSTUME -- HISTORY -- MEDIEVAL -- 500-1500

Some subdivisions are geographical, e.g. "United States."

WOMEN IN POLITICS -- UNITED STATES

Others specify the form of the work, e.g. "Maps," "Dictionaries," or "Yearbooks."

MUSIC -- DICTIONARIES

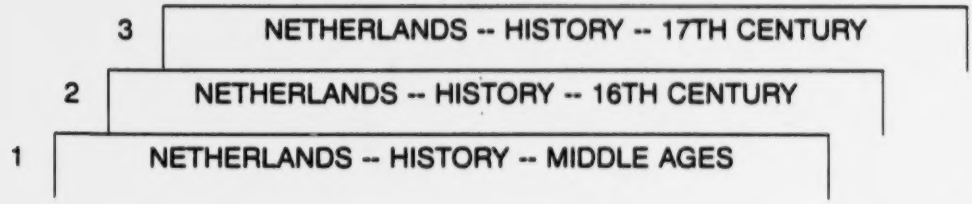
There are also chronological subdivisions, e.g. "18th Century" or "1945- ."

LONDON (ENGLAND) -- HISTORY -- 16TH CENTURY

Other subdivisions bring out special aspects of a topic, e.g. "Study and Teaching," or "Methodology," or "History."

UNIFORMS, MILITARY -- HISTORY

The subdivision for history is particularly important. It can be further subdivided chronologically. Subject headings with chronological subdivisions are filed in chronological order, not alphabetical order.

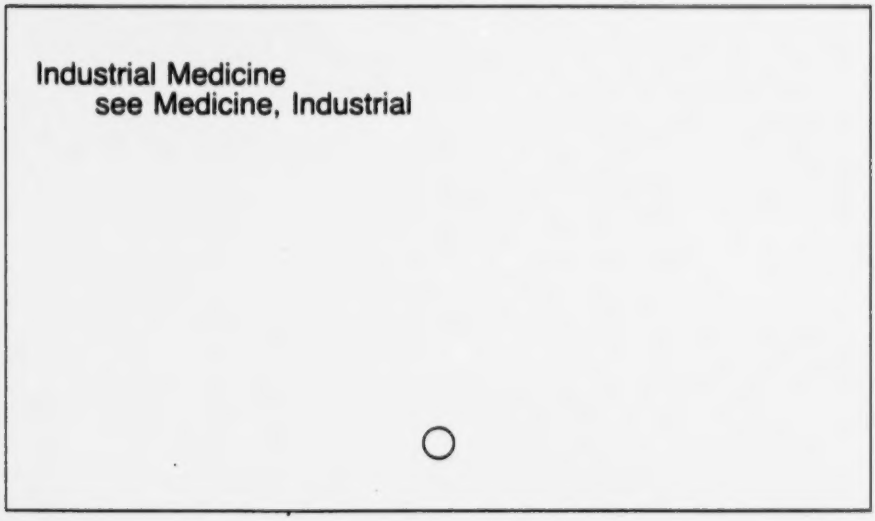


Inverted Headings

Subject headings that use commas in the format are called inverted headings. These headings have been rearranged so they can be filed in a more logical place. Headings that are not inverted are in direct form. The following examples illustrate the difference between inverted and direct headings.

Inverted Form	Direct Form
Architecture, Colonial	Diet in disease
Art, European	Hungarian language
Folk-songs, Irish	Insect hormones
Medicine, Chinese	Jupiter missile

In the Subject Catalog, both inverted and direct forms are used; the correct subject heading is indicated by a see reference. The example below refers from a direct form (not used) to an inverted form of subject heading.



Tracings

Another source of subject headings is the subject tracings on the bottom of a catalog card or the LUMIN record. Tracings provide useful subject headings that might not be found using *LC Subject Headings* alone. This is particularly true of books that deal with more than one subject or with

conceptually unrelated subjects. For example, using the Subject Catalog to locate a book about the efficacy of group therapy with adolescents would require looking under group therapy *and* adolescents, as well as under related terms. However, when one appropriate book is found on the research topic, the subject tracings on that card show the subject headings used for other books on the same subject. A sample card on the subject "Revolutions" is reproduced below.

REVOLUTIONS

HN
15
.M775

Moore, Barrington, 1913-
Social origins of dictatorship and democracy; lord and peasant in the making of the modern world. Boston, Beacon Press [c1966]
559p.
Includes bibliography.

1. Social history--Modern. 2. Economic history. 3. Revolutions. 4. Social classes. 5. Asia--Politics. I. Title.

The tracings suggest related topics; they also provide ideas on narrowing a topic or on a specific aspect to emphasize — for example, revolutions in Asia, or the economic aspects of revolutions.

When new subject headings are identified in the tracings, it is helpful to go back to *LC Subject Headings* to explore the related headings for these new terms. Keep a list of related subject headings on the topic, since *LC Subject Headings* is used to provide subject access in other research tools, including LUMIN and various periodical indexes.

5

LUMIN Online Catalog

LUMIN is the acronym for Libraries of the University of Missouri Information Network. It is the name given to the computerized catalog of materials owned by the four campus libraries of the University of Missouri — Columbia, Kansas City, Rolla and St. Louis. Since it includes holdings of all four campus libraries, it is considered a union catalog. The database contains over 1,200,000 bibliographic records; approximately 63 percent of the titles owned by Ellis Library and all of the titles held by MU branch libraries are currently in the database.

The LUMIN Database

The LUMIN database contains almost all books cataloged in Library of Congress classification, all periodicals, cataloged government documents, sound recordings, and music scores. Eighty percent of the books cataloged in Library of Congress are now in the LUMIN database. Since the Card Catalog was closed December 31, 1985, all new books are added only to LUMIN. The database is always growing, as cataloging information on new books and other older library materials is added to LUMIN monthly.

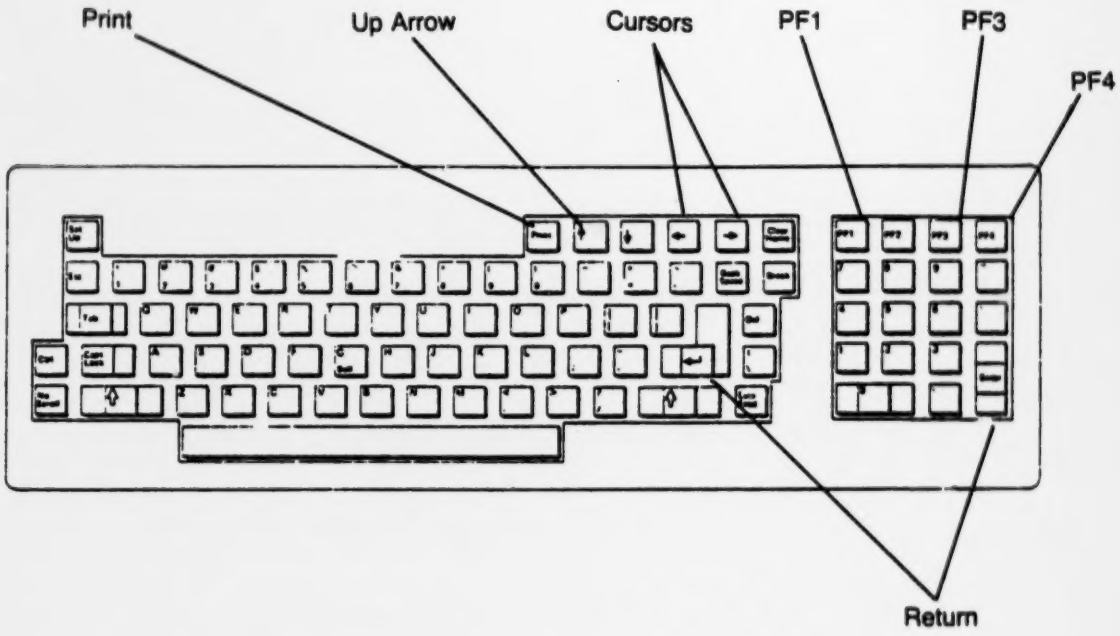
Some materials in non-Roman alphabets and most books cataloged in Dewey Decimal classification are still not in LUMIN and must be accessed by using the Card Catalog. A good rule of thumb: If you are unable to locate an item using LUMIN, always check the Card Catalog, and vice versa!

Database Organization

The LUMIN database is organized into three major files: the Bibliographic File, the Authority File and the Holdings File. These are internal files that are not apparent to the user as a search is conducted. Each of these files contains information similar to that found in catalog records. The Bibliographic File contains information similar to that found in the body of a catalog card for all types of library materials. The Authority File is also referred to as the headings file; it consists of author names (including pseudonyms), series names, and subject headings taken from *Library of Congress Subject Headings*. The Holdings File is a file of call numbers linked to individual records — to the Bibliographic File or the bibliographic records to which they apply. A search request will open one or all three of these files. It can be initiated from any one of them and go in both directions—from the Authority File to the Bibliographic to the Holdings File, or from the Holdings File to the Bibliographic File.

LUMIN Hardware

A LUMIN terminal consists of a display screen and a keyboard, connected to the mainframe, or central computer. The keyboard itself is divided into two sections. The left part resembles and functions like a typewriter keyboard. Across the top of the keyboard and to the right are several special function keys whose use is explained below.



Print - The Print key is operable only on terminals connected to a printer. Pressing this key prints the information displayed on the screen.

Up Arrow Key - Pressing this key reports the status of the LUMIN system (whether the system is ready, locked, or inactive) on the top line of the screen.

Cursor Keys - The left and right cursor keys move the cursor on the screen. To erase a typing error, use the left cursor key to move the cursor to the error, then type over the mistake to correct it.

Clear Screen (PF1) - Press this key to return to the Master Menu screen.

Clear to End of Line (PF3) - If a search statement is entered incorrectly (too many letters or a spelling error), move the cursor to the left end of the line and press PF3; the letters or words *to the right of the cursor* will be deleted.

Reset (PF4) - If the terminal makes a beeping noise, it may be locked. Press PF4 once to unlock the terminal. If the beeping continues, it may be the result of incorrect data entry. In that case, move the cursor to the left end of the line, press PF3, and re-enter the request.

Enter/Return - Striking the Enter or Return key sends the information typed on the screen to the computer.

Searching LUMIN

Using a computerized catalog and a traditional card catalog are analogous: the object of the search is a bibliographic record for a book or other library material that is owned by the Library, with a call number or other location device to enable the user to physically find the book or verify information for a footnote or bibliography. The searching process, however, is somewhat different; there are some definite advantages to using LUMIN over the Card Catalog.

- LUMIN searches quickly and precisely.
- LUMIN provides more access points for searching than the Card Catalog. In addition to author, title, subject, and series, LUMIN has the capability to search title keywords (important words in a title in any order), to perform Boolean searches, and to browse by call numbers. These options will be discussed more fully later in this chapter.
- LUMIN utilizes two modes for searching, Menu Mode and Command Mode. LUMIN's Menu Mode is "user friendly" and provides on-screen instructions for use. Command Mode is quicker and can provide more precise results, but it requires the knowledge of specific command language.
- Printers are provided at several LUMIN terminals so that the results of a LUMIN search can be printed at the terminal.
- LUMIN can be accessed from remote locations using a computer, communications software, and a modem. Directions for dial-up access are available at the Computer Center Help Desk, at Ellis Reference Desk, and at branch libraries.
- In 1989 an integrated circulation system will be operating as part of LUMIN. It will enable the user to determine the status of a book, whether it is currently in the Library of has been checked out, from the LUMIN terminal.

Menu Mode

Menu Mode is tutorial, with instructions or prompts at the bottom of each screen to guide the user through a search. It is "user friendly" and eliminates the need for command language. To begin a search the LUMIN Master Menu must be on the computer screen. Each search option listed on the Master Menu screen represents an access point to the database.

```
------------------------- LUMIN MASTER SEARCH MENU --------------------

  TITLE SEARCH:
       t    =  title keyword search

  AUTHOR SEARCHES:
       a    =  author search - (personal and corporate/governmental bodies)
       k    =  corporate/governmental bodies keyword term search

  SUBJECT SEARCHES:
       s    =  subject browse search - (use if unsure of heading)
       m    =  medical subject browse search - (use if unsure of NLM heading)
       o    =  official subject term search - (use if sure of heading)

  OTHER SEARCHES:
       w    =  series searches
       b    =  boolean searches
       c    =  call number browse search
       q    =  quick-facts about the library and LUMIN


------------------------------------------------------------------(SRCHSTC )
TYPE THE LETTER FOR YOUR SEARCH CHOICE & PRESS ENTER :
```

Author/Title Search

A book can be located by its title (t), by personal author (a), or corporate author (k). After choosing one of these options and entering the required letter for the search choice, the user moves through a series of screens until the search request has been answered; each new screen provides additional helpful instructions. The author term search is a good example of a basic, often-used search. From the Master Menu, by typing "a" and striking the Enter key, the following screen appears:

```
  AUTHOR TERM SEARCH

 You have chosen to search for an author's name.

   For persons:
       Type last name first, then the first initial.  Include the
       full first name only for common surnames.
        Examples:  jones, mary
                   henderson,t

   For corporations, government agencies, conferences, & societies:
       Type name in direct order
        Example:  national gallery of art


   If author is preceded by an asterisk, type 'f' and line number to
   see the correct name which must be used.
-------------------------------------------------------------------(AUTHT)-
To return to MASTER SEARCH MENU, leave author name blank & press ENTER

 TYPE AUTHOR'S NAME BELOW (MAXIMUM TWO LINES) AND PRESS ENTER
```

At this point, the cursor rests just to the right of the colon on the bottom line. Typing in the author's name in the suggested format (last name, first name) and pressing the Enter key, results in a screen display of a list of author names that match the request. (An author's name may be entered in more than one way in the Authority File.) Typing the line number next to the author's name results in a list of titles by that author.

Subject Search

Subject searching can be done in several ways. The Subject Browse search (s) is used when the official subject heading is unknown. The Official Subject Term search (o) is used when the subject term comes from *LC Subject Headings*. The Medical Subject Browse option (m) is used when the medical term is taken from the National Library of Medicine's *Medical Subject Heading List* (MeSH). Any subject browse request produces an alphabetical list of subject headings beginning with the subject heading entered.

Other Options

Other search options include series search (w), Boolean search (b), and call number browse (c). A series consists of successively issued books that are related by subject matter. "Time-Life Library of Art" and "Progress in Materials Science" are examples. The series search menu provides options to locate material by title of series, series title keywords, or by corporate author of the series. Full information appears on the series menu screen.

Boolean Searching

Boolean searching in LUMIN is one of the most unique and powerful features of the LUMIN system. Boolean searching combines two searches into one step through the use of the logical operators "and," "not," and "or." The main advantage of a Boolean search is its narrowing capability. For example, the search for a copy of *Hamlet* by William Shakespeare, when entered as an author request, retrieves *all* titles by "Shakespeare, William." A title keyword search for *Hamlet* retrieves all books with the word "hamlet" in the title, including criticism and books about Hamlet, as well as those unrelated to Shakespeare. In contrast, a Boolean search for author and title reduces the retrieval to only those titles containing the word "hamlet" with William Shakespeare as the author. Other options for Boolean search statements include author/author (useful in searching for a book with joint authors), author/subject, title/subject, and subject/subject.

Command Mode

Searching LUMIN using Command Mode requires the knowledge of specific command language, but both Command Mode and Menu Mode search the same database. Experienced users find command mode faster and more efficient. An example of a command statement for a title search follows.

f t cry the beloved country

Complete instructions on how to use Command Mode are available at the Ellis Reference Desk and Information Desk.

Special Features

Keyword searching enables the user to search a word or selected words in an author name, title, series or subject heading. For example, in a title keyword search the computer retrieves every title in which the word occurs. A title keyword search using the words "psychology" and "today" retrieves approximately 20 titles, among them:

Confrontation: psychology and the problems of today
Psychology today
Psychology & psychiatry today: a Marxist view
Psychology and industry today
Readings in developmental psychology today

In a keyword search the order of the words is not important. The computer searches each word separately; common words take longer to search.

Truncation is used to find variable endings to a word stem. When the truncation symbol (#) is used, the computer searches the word up to the symbol "#," and retrieves all records containing words beginning with those characters.

aggress#	retrieves	aggression
		aggressive
		aggressor

A word can also be truncated to retrieve both the singular and plural forms.

librar#	retrieves	library libraries librarian

Truncate terms to save keystrokes, to broaden a search, or when uncertain of the correct spelling. However, the truncation symbol (#) must be appended to a word stem that is at least three characters in length. Type in as much of the word stem as possible to avoid irrelevant retrieval, as the example below illustrates.

stat#	retrieves	state	stated
		statehood	statehouse
		stateless	stately
		static	states
		station	stationery
		statistics	stature
		statute	status

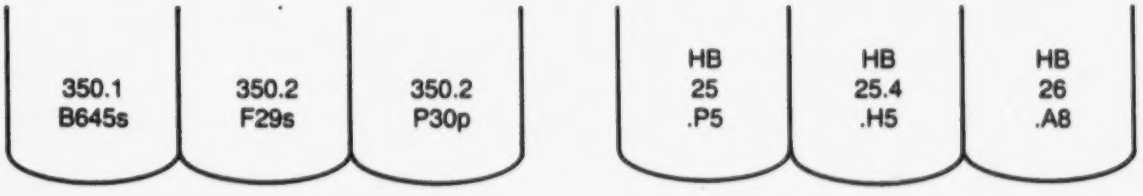
6

Classification Systems

Books and periodicals in Ellis Library are arranged on the shelves by their call numbers. A call number is a combination of numbers and letters that classifies an item by its subject. Here is a sample call number:

JK
435
.H5

A call number serves as an unique identification for each book — no two books will ever have exactly the same call number. The call number is located on the spine of a book,



on the top line of the LUMIN record,

Loc: Ellis Call No.: QB7211.S34 1985

and in the upper left hand corner of a catalog card.

HB Grey, Arthur L
34 Economic issues and policies
.G72

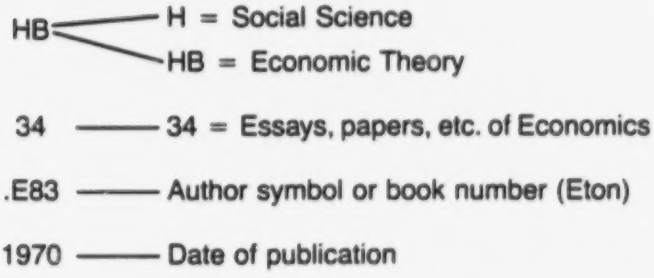
The call number serves two purposes: (1) it provides an unique "address" for locating a book on the library shelf, and (2) it groups materials on similar subjects together. Knowing the exact call number is necessary for retrieving library material efficiently and easily.

Ellis Library utilizes two classification systems to organize its materials by subject: the Library of Congress Classification and the Dewey Decimal Classification. The Library of Congress Classification has been used in this Library since 1960. Prior to 1960, the only classification system used was the Dewey Decimal System. Therefore, in order to find materials in Ellis Library, understanding both the Dewey Decimal and the Library of Congress Classification systems is essential.

Library of Congress Classification

The Library of Congress Classification organizes books into 21 broad subject categories. Each subject category is identified by a letter of the alphabet, and subclasses within each subject category are identified by a combination of letters. For example, H stands for the Social Sciences and HB represents Economic theory, a part of the Social Sciences. Subtopics within the classes and subclasses are identified by numerical notation; HB 34 stands for essays, papers, etc, of economics. The next part of the call number is the book number, which is unique to that work, and the last part of the call number is the date, used to distinguish one edition from another.

Sample Library of Congress Call Number



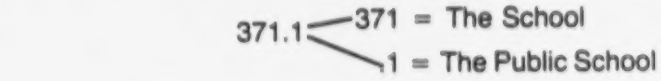
Dewey Decimal Classification

The Dewey Decimal Classification System was the only classification system used in Ellis Library prior to 1960. Although some material has been reclassified to Library of Congress, most books acquired before 1960 have a Dewey call number.

The Dewey Decimal System groups books and other materials into 10 broad subject categories, each using a 3 digit number from 000 to 999; subtopics of a subject are identified by a more specific number within the major subject category. In the following example, the 300 class symbolizes the Social Sciences, 370 represents the subtopic Education, and 371 symbolizes the school. In some cases digits are added after a decimal point to indicate an even more specific subject; in the example, 371.1 stands for the public school. As the numerals become longer the subject areas become more specific. The use of the decimal after the basic three digit number may also indicate geographical areas, form of materials, or historical time period.

The second line of the Dewey Decimal call number consists of an author and a title symbol. The author symbol represents the author's last name and is called the Cutter number. The title symbol is the first letter of the first word of the title and appears as a small letter after the Cutter number.

Sample Dewey Decimal Call Number



Author symbol — B645s — Title symbol

Recognizing Call Numbers

Since Ellis Library has dual classification systems, it is important to recognize both systems in order to locate a book in the Library. Here are examples of L.C. and Dewey call numbers.

L.C. call number	*Dewey call number*
JK 421 .A32	378.2 F29s

The top line of a L.C. call number consists of one to three capital letters. In a Dewey call number, the top line begins with a three digit number, sometimes followed by a decimal point and additional digits. The third line of an L.C. call number starts with a period, while a Dewey call number does not have a period.

Some call numbers may have location symbols composed of three or more letters above the top line of the call number. These indicate that a book will be shelved in an area other than that in which the call number falls. Location symbols used in this Library are listed on the Book Location Guide posted throughout the building. Here is a Library of Congress call number with a location symbol above it.

JOUR	——— Location symbol
PN	indicates the book is
4748	in the Journalism
.H2	Library
I5	

Arrangement of Call Numbers

Books are arranged on the shelves alphanumerically by call numbers beginning with the top line of the call number. The first line of a L.C. call number is always a letter or letters which are arranged alphabetically; for a Dewey call number the first line is always numerical.

Library of Congress Classification System

Materials classified in L. C. are arranged on the shelves alphabetically by classification number. In the D section (History) the basic call number arrangement is as follows: D, DA, DB, DC, ... DZ; within each letter group, D1, D2, D3 ... D999. Within each clasification number the sub-arrangement is again alphabetical. For example:

D	D		D		D	D	
1	1		1		2	2	
.A1	.B1	...	.Z1		.A1	...	.B1, etc.

Within each book number the sub-arrangement is by decimal number. For example:

D	D	D	D	D
1	1	1	1	1
.A1	.A101	.A11	.A199	.A2, etc.

Dewey Decimal Classification System

Materials classified in Dewey are arranged on the shelves numerically by classification number. In the 300 section (Social Science) the basic call number arrangement is as follows: 301, 302, 303, ... 309, 310, etc. Within each digit group, the sub-arrangement is determined by the decimal point.

301.10 301.15 301.2 301.65 301.73 301.9

Within each classification number the sub-arrangement is alphabetical and then numerical.

331	331	331	331	331
J27a	J37b	J38c	M645t	M675

If the call numbers are identical up to this point, they are arranged alphabetically by the title symbol.

330	330	330	330	330
J456b	J456e	J456g	J456s	J456t

OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A **General Works**

AC Collections, Series
AE Encyclopedias
AG Dictionaries
AI Indexes
AM Museums
AN Newspapers
AP Periodicals
AS Academies and learned societies
AY Yearbooks, Almanacs
AZ History of scholarship and learning

B **Philosophy, Psychology, Religion**

BC Logic
BD Speculative philosophy
BF Psychology
BH Aesthetics
BJ Ethics
BL Religions, Mythology, Rationalism
BM Judaism
BP Islam, Bahaism, Theosophy
BQ Buddhism
BR Christianity
BS The Bible
BT Doctrinal theology
BV Practical theology
BX Denominations and sects

C **Auxiliary Sciences of History**

CB History of civilization
CC Archaeology
CD Diplomatics, Archives, Seals
CE Technical chronology
CJ Numismatics
CN Epigraphy, Inscriptions
CR Heraldry
CS Genealogy
CT Biography

D **History (except America)**

DA Great Britain
DB Austria, Hungary
DC France
DD Germany
DE Mediterranean region
DF Greece
DG Italy
DH Belgium
DJ Netherlands
DK Russia
DL Northern Europe, Scandinavia
DP Spain, Portugal
DQ Switzerland
DR Eastern Europe, Balkan Peninsula
DS Asia
DT Africa
DU Oceania
DX Gypsies

E **American History**

F **Local U.S. History**

G **Geography, Anthropology, Recreation**

GA Mathematical geography
GB Physical geography
GC Oceanography
GF Human ecology
GN Anthropology
GR Folklore
GT Manners and customs
GV Recreation

H **Social Sciences**

HA Statistics
HB Economic theory
HC Economic history
HD Land, Agriculture, Industry
HE Transportation and communication
HF Commerce
HG Finance
HJ Public finance
HM Sociology
HN Social history
HQ Family, Marriage, Woman
HS Societies
HT Communities, Classes, Races
HV Social pathology, Social and public welfare, Criminology
HX Socialism, Communism, Anarchism

J **Political Science**

JA General works
JC Political theory
JF Comparative works
JK United States
JL British America, Latin America
JN Europe
JQ Asia, Africa, Australia, Oceania
JS Local government
JV Colonization, Emigration and immigration
JX International Law

K **Law**

L **Education**

LA History of education
LB Theory and practice of education
LC Special aspects of education
LD U.S. universities and colleges
LE American (not U.S.) universities
LF European universities and colleges
LG Asian, African, Oceanian universities
LH School magazines and papers
LJ Student fraternities
LT Textbooks

M **Music**

ML Literature of music
MT Music instruction and study

N	**Fine Arts**
NA	Architecture
NB	Sculpture
NC	Drawing, Design, Illustration
ND	Painting
NE	Print Media
NK	Decorative arts
NX	Arts in general
P	**Language and Literature**
PA	Greek and Latin
PB	Celtic languages
PC	Romance languages
PE	English
PF	Dutch, Flemish, Friesian, German
PG	Slavic
PH	Finno-Ugrian
PJ	Oriental
PK	Indo-Iranian
PK	Eastern Asia, Africa, Oceania
PM	American Indian
PN	Literary history
PQ	Romance literatures
PR	English literature
PS	American literature
PT	Dutch and Scandinavian literature
PZ	Fiction and juvenile literature
Q	**Science**
QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural history, Biology
QK	Botany
QL	Zoology
QM	Human anatomy
QP	Physiology
QR	Microbiology
R	**Medicine**
RA	Public aspects of medicine
RB	Pathology
RC	Internal medicine
RD	Surgery
RE	Ophthalmology
RF	Otorhinolaryngology
RG	Gynecology and obstetrics
RJ	Pediatrics
RK	Dentistry
RL	Dermatology
RM	Therapeutics, Pharmacology
R	**Medicine**
RS	Pharmacy
RT	Nursing
RV	Botanic, Thomsonian, and Eclectic medicine
RX	Homeopathy
RZ	Chiropractic, Osteopathy, Mental healing
S	**Agriculture**
SB	Plant culture
SD	Forestry
SF	Animal culture
SH	Fish culture
SK	Hunting
T	**Technology**
TA	Civil engineering
TC	Hydraulic engineering
TD	Sanitary engineering
TE	Highway engineering
TF	Railroad engineering
TG	Bridge engineering
TH	Building construction
TJ	Mechanical engineering
TK	Electrical engineering, nuclear engineering
TL	Motor vehicles, Aeronautics, Astronautics
TN	Mining engineering, Metallurgy
TP	Chemical technology
TR	Photography
TS	Manufactures
TT	Handicrafts
TX	Home economics
U	**Military Science**
UA	Armies
UB	Military administration
UC	Maintenance and transportation
UD	Infantry
UE	Cavalry
UF	Artillery
UG	Military engineering
UH	Other services
V	**Naval Science**
VA	Navies
VB	Naval administration
VC	Naval maintenance
VD	Naval seamen
VE	Marines
VF	Naval ordnance
VG	Minor services of navies
VK	Navigation, Merchant marine
VM	Naval architecture, Shipbuilding, Marine engineering
Z	**Bibliography and Library Science**

OUTLINE OF THE DEWEY DECIMAL CLASSIFICATION SYSTEM

000 Generalities

010 Bibliographies & catalogs
020 Library & information sciences
030 General encyclopedic works
040
050 General serial publications
060 General organizations & museology
070 Journalism publishing, newspapers
080 General collections
090 Manuscripts & book rarities

100 Philosophy & Related Disciplines

110 Metaphysics
120 Knowledge, cause, purpose, man
130 Popular & parapsychology, occultism
140 Specific philosophical viewpoints
150 Psychology
160 Logic
170 Ethics (Moral philosophy)
180 Ancient, medieval, Oriental
190 Modern Western philosophy

200 Religion

210 Natural religion
220 Bible
230 Christian doctrinal theology
240 Christian moral & devotional
250 Local church & religious orders
260 Social & ecclesiastical theology
270 History & geography of church
280 Christian denominations & sects
290 Other religions & comparative

300 The Social Sciences

310 Statistics
320 Political science
330 Economics
340 Law
350 Public administration
360 Social pathology & services
370 Education
380 Commerce
390 Customs & folklore

400 Language

410 Linguistics
420 English & Anglo-Saxon languages
430 Germanic languages
440 French, Provencal, Catalan
450 Italian, Romanian, Rhaeto-Romanic
460 Spanish & Portuguese languages
470 Italic languages Latin
480 Hellenic Classical Greek
490 Other languages

500 Pure Sciences

510 Mathematics
520 Astronomy & allied sciences
530 Physics
540 Chemistry & allied sciences
550 Sciences of earth & other worlds
560 Paleontology
570 Life sciences
580 Botanical sciences
590 Zoological sciences

600 Technology (Applied Sciences)

610 Medical sciences
620 Engineering & allied operations
630 Agriculture & related
640 Home economics
650 Managerial services
660 Chemical & related technologies
670 Manufactures
680 Miscellaneous manufactures
690 Buildings

700 The Arts

710 Civic & landscape art
720 Architecture
730 Plastic arts Sculpture
740 Drawing, decorative & minor arts
750 Painting & paintings
760 Graphic arts Prints
770 Photography & photographs
780 Music
790 Recreational & performing arts

800 Literature (Belles-Lettres)

810 American literature in English
820 English & Anglo-Saxon literatures
830 Literatures of Germanic languages
840 French, Provençal, Catalan
850 Italian, Romanian, Rhaeto-Romanic
860 Spanish & Portuguese literatures
870 Italic languages literatures Latin
880 Hellenic languages literatures
890 Literatures of other languages

900 General Geography & History

910 General geography Travel
920 Biography, genealogy, insignia
930 General history of ancient world
940 General history of Europe
950 General history of Asia
960 General history of Africa
970 General history of North America
980 General history of South America
990 General history of other areas

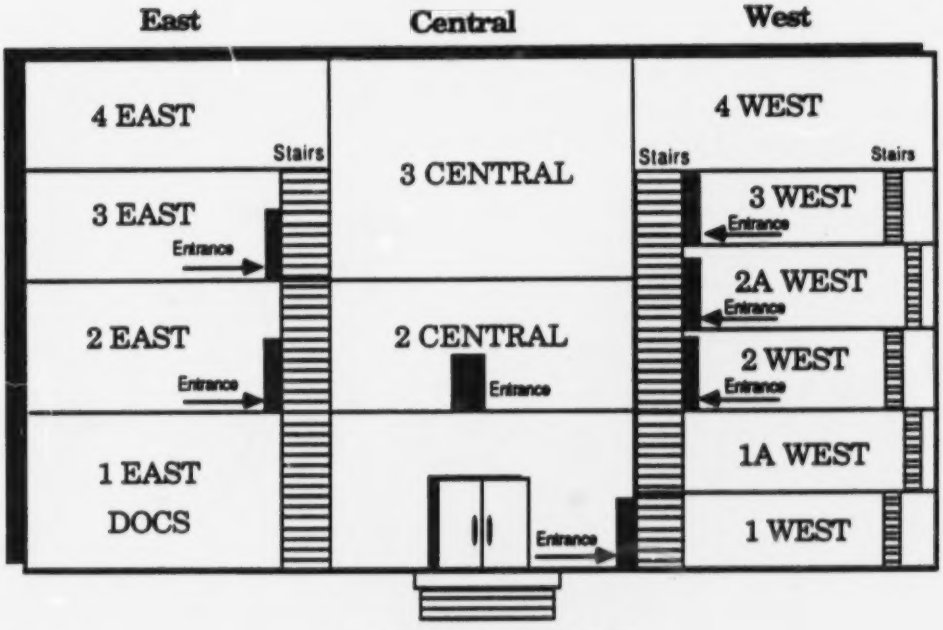
7

Locating Library Materials

Ellis Library's collection of books and bound periodicals is arranged by call number in stack areas throughout the building. In the main part of the building, there are four floors housing the circulating collection, each floor having an east and west wing and a central stack area located in the middle of the building. The central stack area houses 2 & 3 Central; the west wing has extra floor levels — 1A West between the 1st and 2nd floors, and 2A West between the 2nd and 3rd floors. (See diagram below.) Ellis Library and the branch libraries house the majority of the Library of Congress classified materials, while the Dewey collection is located in Ellis Library, Tate Hall, and the library annexes. The majority of the reference collection is located in 1 South in the Ellis Reference Department. Government documents are located in 1 East.

Ellis Library Book Stacks

(Cross Section)



Book Location Guide

After obtaining a call number from the Card Catalog or LUMIN, the **BOOK LOCATION GUIDE** is used to determine the location of an item in Ellis Library. Copies of the Book Location Guide are posted throughout the building and are available at the Reference Desk or the Information Desk. To use the Book Location Guide, match the first element, letters or numbers, of the call number with the corresponding letter or number sequence on the Book Location Guide. Opposite the letter or numbers is the stack area location for those items. Some call numbers will have special location symbols above them such as GEOL or VET. These symbols indicate that the item is located in an area other than the one in which the call number sequence is normally found, or in another library. The location symbols are listed on the reverse side of the Book Location Guide; the room numbers or branch locations are listed opposite the location symbols. Some location symbols such as AGRI and BIOL are obsolete. In these cases, the Book Location Guide indicates that the books are shelved in the stacks by call number.

Location of Library Materials

Current Periodicals

The current issues of approximately 6,000 of the most frequently used periodicals are located in the Current Periodicals Reading Room (CPRR), in Room 114, 1 West. The current issues are shelved alphabetically by title or corporate entry and are kept in CPRR anywhere from three months to three years depending on the frequency of publication. Current unbound periodicals cannot be checked out and must be used in the room. Copiers are available nearby to makes copies of articles.

Bound Periodicals

Bound periodicals, the older, non-current issues, are intershelved with books in the stack areas by their call number. The call number and holdings information for a bound periodical can be obtained from LUMIN, the Serials Catalog, or the Serials List. Bound periodicals have 'restricted loan' or 'non-circulating' designation; some can be checked out for overnight use.

Government Documents

The majority of documents are located in the Government Documents area in 1 East. A few documents can be retrieved through LUMIN; however, most government documents are accessible through specialized indexes located in the Documents and Reference areas. Librarians in the Documents Office in 1 East are available for assistance.

Microforms

The main microform collection is located in the Special Collections Department in 4 West. The four types of microforms used in Ellis Library are indicated on catalog cards and LUMIN records by the following symbols:

BOOK LOCATION GUIDE

LIBRARY OF CONGRESS

A	3 EAST
B	3 EAST
C	3 EAST
D	3 EAST
E	3 EAST
F	3 EAST
G	3 EAST
H - HC	3 EAST
HD - HX	2 EAST
J	2 EAST
K	2 EAST
L	2 EAST
M	4 EAST
N	4 EAST
P - PF	3 WEST STACKS
PG - PN	2A WEST STACKS
PQ	3 CENTRAL STACKS
PR - PZ	2 EAST
Q - QH	2 EAST
QK - QR	3 CENTRAL STACKS
QS - QZ	HSL or Veterinary Medical Library
R - RZ	2 WEST STACKS
S - SD	2 WEST STACKS
SF - SK	1A WEST STACKS
T	1A WEST STACKS
U	1 WEST STACKS
V	1 WEST STACKS
W	HSL or VET
Z	1 WEST STACKS

DEWEY DECIMAL

001-399	4 EAST (except 353.8)
353.8	2 EAST
400-499	TATE HALL
500-570	LIBRARY ANNEX II
571-572	4 EAST
573-599	LIBRARY ANNEX II
600-609	LIBRARY ANNEX I
610-619	INQUIRE AT HEALTH SCIENCE LIBRARY
620-699	LIBRARY ANNEX I
700-799	4 EAST
800-899	TATE HALL
900-999	TATE HALL

Symbols preceding Dewey call numbers:
Q = Quarto or large book. Ask REF. Desk for location
M = Music, located with other books in the 780's
T = Textbook, shelved by call number

SAMPLE

ANNEXES

Some books from Ellis and the Branch Libraries are located in the annexes. Call number ranges:

Library Annex I:
Dewey Decimal: 600-609, 620-699
Library of Congress: A-Z

Library Annex II (ask at Circulation):
Dewey Decimal: 001-399, 500-599, 700-799

AAM SHELVED IN STACKS BY CALL NUMBER
ACQ (Acquisitions Department) ASK IN TECHNICAL SERVICES, GROUND FLOOR SOUTH
AGRI (formerly Agriculture Collection) SHELVED IN STACKS BY CALL NUMBER
BIOL (formerly Biology Collection) SHELVED IN STACKS BY CALL NUMBER
CPRR (Current Periodicals Reading Room) ROOM 114, 1ST FLOOR WEST
DELTA (Delta Center) PORTAGEVILLE, MISSOURI
DOCS (Documents Library) ROOM 2D63, 2ND FLOOR EAST
EDUC (BOOKS) SHELVED IN STACKS BY CALL NUMBER
EDUC (JOURNALS) SHELVED IN STACKS BY CALL NUMBER OR IN ROOM 201
EDUC-T (Education Historical Textbook Collection) ROOM 401, 4TH FLOOR WEST
ENGR (Engineering Library) ROOM 2017, ENGINEERING BUILDING
FILM (Microfilm) ROOM 401, 4TH FLOOR WEST
FLM (Frank Luther Mott Collection) ROOM 401, 4TH FLOOR WEST
GAYLORD (Gaylord Memorial Library) PUXICO, MISSOURI
GEOL (Geology Library) ROOM 201, GEOLOGY BUILDING
GHP SHELVED IN STACKS BY CALL NUMBER
HRAF (Human Relations Area Files) ROOM 409, 4TH FLOOR WEST
HSL (Health Sciences Library) J. OTTO LOTTES HEALTH SCIENCES LIBRARY
JGN (John G. Neihardt Collection) RESERVE DESK
JOUR (Journalism Library) ROOM 117, WALTER WILLIAMS HALL
LANG SHELVED IN STACKS BY CALL NUMBER
LAW (Law Library) ROOM 200, TATE HALL
LIBS SHELVED IN STACKS BY CALL NUMBER
LIBS-J (Library Science Juvenile Collection) ROOM 202, 2ND FLOOR WEST
MATH (Math Library) ROOM 206, MATH SCIENCE BUILDING
MED (Health Sciences Library) J. OTTO LOTTES HEALTH SCIENCES LIBRARY
MICD (Microcard) ROOM 404, 4TH FLOOR WEST
MICF (Microfiche) ROOM 409, 4TH FLOOR WEST
MICPT (Microprint) ROOM 404, 4TH FLOOR WEST
PHYSICS ROOM 223, PHYSICS BUILDING
RARE (Rare Books) ROOM 401, 4TH FLOOR WEST
RECORD (Recorded Sound Collection) ROOM 4A22, 4TH FLOOR EAST
REF (Reference) 1ST FLOOR SOUTH
REF-R 1ST FLOOR SOUTH
RES (Research Park materials) ASK IN SCIENCE OFFICE, 1ST FLOOR SOUTH
SCI SHELVED IN STACKS BY CALL NUMBER
SERIAL SET —SEE DOCUMENTS DEPT. ROOM 2D63, 2ND FLOOR EAST, SOUTH SIDE
SOCS SHELVED IN STACKS BY CALL NUMBER
SPEC (Special Collections) ROOM 401, 4TH FLOOR WEST
SPEC-M (University of Missouri Collection) ROOM 401, 4TH FLOOR WEST
TAPE (Recorded Sound Collection) ROOM 4A22, 4TH FLOOR EAST
TMJ (Thomas Moore Johnson Collection) ROOM 401, 4TH FLOOR WEST
UGL (Periodicals) SHELVED IN STACKS BY CALL NUMBER
VET (Veterinary Medical Library) ROOM W218, VETERINARY MEDICAL BUILDING
XM (Missouri Documents Collection) RANGE 65, 2ND FLOOR EAST, SOUTH SIDE

Letters with a hyphen after the location symbol also indicate special locations:

-C = Closed Shelf material available from the SPECIAL COLLECTIONS Library Office, ROOM 401, 4TH FLOOR WEST

-L = Large volumes shelved in the oversize section. Consult Reference Desk - 1 SOUTH for location.

-R = Reference books shelved in the reference shelves in 1 SOUTH

SAMPLE

FILM	Microfilm
MICD	Microcard
MICF	Microfiche
MICPT	Microprint

New Books

As new books are added to the collection, selected ones are displayed in the area located across from the Circulation Desk on the first floor. These books have been divided into general subject areas of Science, Humanities, and Social Science; they are completely processed and ready to be checked out.

Checking out Materials

Library materials are checked out at the main Circulation Desk in 1 North. A valid student ID serves as a library card and must be presented in order to charge out an item.

Loan Periods

1. **Undergraduate students and non-students with library cards**
   Books due in 1 month, unless recalled.
   Periodicals are non-circulating.

2. **Graduate students and university staff**
   Books due in 4 months, unless recalled.
   Periodicals due at 8:45 a.m. the next day, or 1:45 p.m. on Sunday.
   No renewals of periodicals.

3. **Faculty**
   Books due in 4 months, unless recalled.
   Periodicals due at 8:45 a.m. the next day, or 1:45 p.m. on Sunday.
   No renewals of periodicals.

Reserve Materials

Reserve material must be *checked* out and *returned* to the Reserve Desk, located next to the Circulation Desk, 1 North.

Two hour reserve due at the end of two hours, or at 8:45 a.m. on an overnight loan (1:45 p.m. on Sunday). Overnight loan begins two hours before closing time of the Reserve Desk.

Three day reserve due at 8:45 a.m. in three days (1:45 p.m. on Sundays).

One day reserve due at 8:45 a.m. the next day (1:45 p.m. on Sunday).

Fines

Fines are assessed solely to encourage prompt return of books. Undergraduates, graduate students, and non-students are fined for overdue materials. Fine schedules are listed below.

Loan Period	Amount
1 month and 4 month loans	25 cents/day
restricted loans, called-in material, 3 day reserve	$1.00/day
2 hour reserve, overnight reserve	$1.00/hour

Missing Materials

When a periodical or book is not on the shelf, first check the **reshelving shelves** in that particular stack area. If the item still cannot be located, the staff at the Circulation Desk can see if the item has been checked out or charged to a special location, such as the Reserve Desk or the annexes. Books checked out can be called in by filling out a 'call-in' request form.

A 'call-in' request may be made for any book on loan to another borrower. Books may be recalled two weeks from the time of loan; periodicals may be recalled one day from the date of loan. Books needed for reserve are due immediately. To call in a book, fill out a "call-in" request at the Circulation Desk with complete book information, name, address, and I.D. number. A notice is sent when the item has been returned. It is held for the user at the Circulation Desk until the date specified on the notice.

A "look-up" may be requested at Circulation for any book that cannot be located in the library, but that has not been checked out. Fill out a "look-up" request with complete book information, name, address, and I.D. number. When the book is found, it will be held at the Circulation Desk until the date specified on the notice.

Returning Materials

Return book and periodicals to the Circulation Desk or use the "Book Drops" located at the west and north entrances to the Library. Reserve material must be returned to the Reserve Desk, 1 North.

8

Periodical and Newspaper Indexes

Periodicals

While a book consists of a lengthy treatment of a single subject or a collection of articles on similar subjects, periodicals are quite different. Periodicals contain a number of articles on various subjects by different authors and are published at regular intervals — weekly, monthly, quarterly, or at least semiannually. Periodicals are sometimes referred to as magazines, journals, or serials. Magazines generally include short articles on popular current topics, while journals are scholarly or research oriented. Because of their special format, content, and frequency of publication, libraries treat periodicals separately. The current issues which appear in paper covers are kept in the Current Periodicals Reading Room; older bound issues in hard cover are shelved in the book stacks by their call number. Periodical titles can be located using LUMIN, the Serials Catalog, or the Serials List.

Periodical articles are important sources for research papers because they are often more up-to-date than books written on the same subject. Articles may also be found on topics about which books have not yet been written. Events of timely interest — elections, sports activities, research in progress — are reported in the periodical literature long before a book may be written on the subject. In some cases the material may be of too ephemeral a nature to ever be given book treatment, thus appearing only in a periodical.

Periodical Indexes

Periodical articles on a particular subject are retrieved by using a **periodical index;** they are not listed in LUMIN or the Card Catalog. The most common use for a periodical index is to locate information on a subject in journals or magazines. A periodical index lists citations to articles from a number of periodicals or magazines that are usually related in subject matter. It indexes articles by subject and author of the article and lists them alphabetically. Each citation or entry in a periodical index gives the title and author of the article, and the volume, page numbers, and title of the periodical. Both *general* and *subject-specialized* periodical indexes are available.

It is important to use a periodical index that is most appropriate to the subject and closest to the researcher's level of knowledge of the subject. The introductory pages of a periodical index provide an explanation of the subject coverage of the index and list the periodicals indexed. Also included is a sample entry identifying the parts of a citation, along with a list of abbreviations that are used in the index.

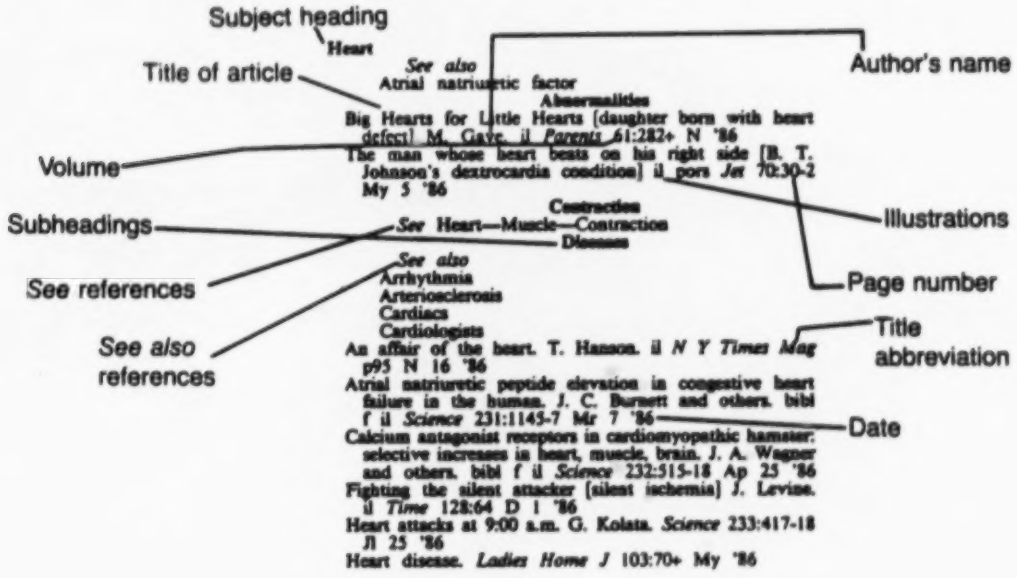
The majority of the periodical indexes include citations, but some indexes also include abstracts — short content summaries—along with the citations. *Psychological Abstracts* is an example of an abstracting source.

Periodical indexes have traditionally been available in paper format. *Reader's Guide to Periodical Literature* is an example of a paper index. In the last few years, however, these indexes have become

computer databases copied on laser disks or compact disks, referred to as CD-ROM. *ERIC* and *Infotrac* are examples of computerized indexes available in the Reference Department in Ellis Library. Computerized indexes are covered later in this chapter.

General Indexes

The *Reader's Guide to Periodical Literature* is the most widely used general index. It indexes approximately 210 popular magazines and journals, covering areas of general interest including current events, movies, book reviews, hobbies and people in the news. It is a listing of citations to articles arranged alphabetically by author and subject, with a special section of book reviews at the back of each volume. A sample entry from the *Reader's Guide* is shown below.


Subject heading
Heart
Title of article
Author's name
See also
Atrial natriuretic factor
Abnormalities
Big Hearts for Little Hearts [daughter born with heart defect] M. Gaye. il Parents 61:282+ N '86
Volume
The man whose heart beats on his right side [B. T. Johnson's dextrocardia condition] il pors Jet 70:30-2 My 5 '86
Illustrations
Subheadings
Contraction
See Heart—Muscle—Contraction
Diseases
See references
See also
Arrhythmia
Arteriosclerosis
Cardiacs
Cardiologists
Page number
Title abbreviation
See also references
An affair of the heart. T. Hanson. il N Y Times Mag p95 N 16 '86
Atrial natriuretic peptide elevation in congestive heart failure in the human. J. C. Burnett and others. bibl f il Science 231:1145-7 Mr 7 '86
Date
Calcium antagonist receptors in cardiomyopathic hamster: selective increases in heart, muscle, brain. J. A. Wagner and others. bibl f il Science 232:515-18 Ap 25 '86
Fighting the silent attacker [silent ischemia] J. Levine. il Time 128:64 D 1 '86
Heart attacks at 9:00 a.m. G. Kolata. Science 233:417-18 Jl 25 '86
Heart disease. Ladies Home J 103:70+ My '86

Note that the main headings are printed in boldface type, while the subheadings are centered in the column. The subject headings used in the *Reader's Guide* are taken from *Library of Congress Subject Headings*. All the abbreviations used in the citations are explained in the front pages of the volume.

Indexes to periodicals are issued at regular intervals. The *Reader's Guide*, for instance, is issued every other week. But to save users time, the index **cumulates.** In the cumulative issues, all the citations from the previous issues are interfiled in one alphabetical listing, making it possible to search only one index for previous years.

Subject-Specialized Indexes

Subject specialized indexes exist in virtually every field of knowledge, making it possible to search the periodical literature in all subject fields. These indexes are organized similarly to the *Reader's Guide*, with alphabetical subject, author, and sometimes title arrangement of full bibliographic citations. A list of the journals indexed is in the front part of the index, as well as a list of abbreviations used and a sample entry. Some of the more frequently used indexes include:

Social Sciences Index (REF AI 3 .S6)
Business Periodicals Index (REF Z 7164 .C81 .B983)
Education Index (REF Z 5813 .E23)
Humanities Index (REF AI 3 .H87)
General Science Index (REF Z 7403 .G45)
Biological and Agricultural Index (REF Z5073 .B5)

Computerized Indexes

InfoTrac

InfoTrac is a computerized general periodical index developed by the Information Access Company. More comprehensive than *Reader's Guide*, the index consists of more than half a million references to articles and book/film reviews. It indexes the last three years of 1000 general interest, business, and technical periodicals and the past 60 days of the *New York Times* and the *Wall Street Journal*.

Like other periodical indexes, *InfoTrac* has subject access. Articles and reviews are listed alphabetically under subject headings and subheadings patterned after *LC Subject Headings*.

Each reference is a full bibliographic citation, including article title, author, publication title, issue/volume number, date, and pagination. The citations for articles are listed alphabetically by subject, author, and title.

Several *InfoTrac* terminals are available for searching. The system is mounted on microcomputers, with a standard display screen and computer keyboard with special function keys to help searching. Instructions for using *InfoTrac* are displayed on each terminal; additional help is available from a Reference librarian.

CD-ROM Indexes

Subject specialized indexes are now available on compact disks. CD-ROM (compact disk - read only memory) indexes have more flexibility than print indexes. A powerful feature of CD-ROMs not available in print indexes is the capability of combining concepts using boolean operators.

For example, a search combining:

Capital Punishment *and* United States

Boolean operator

retrieves only articles that have both terms.

CD-ROMs are easy to use; the results can be previewed before printing the citations and abstracts at the terminals. *ERIC*, *PsycLit* and *AGRICOLA* are some of the CD-ROM indexes available in the Reference Department. There is currently no charge to students for searching CD-ROM indexes.

Newspapers

Newspaper Collection

Newspapers are another example of a source of information for current events. Back issues provide historians and other researchers with contemporary accounts of past events; they are also useful for pinpointing dates. Considerations such as where the event occurred and the likelihood of the event having received national and/or international coverage, influence a researcher's choice of the most appropriate newspaper to use.

The MU Libraries subscribe to many newspapers. Microfilmed backfiles of twenty-three current newspapers, as well as hundreds of other newspapers in microformat, including a large collection of early American newspapers, special interest newspapers, and underground newspapers, are located in Special Collections. The Journalism Library maintains current issues of numerous foreign and domestic newspapers. Backfiles of Columbia, Missouri newspapers are also available in the Journalism Library and the State Historical Society. Newspapers from other Missouri cities are kept at the State Historical Society. A list of microform newspapers is available at the Reference Desk and in Special Collections.

Newspaper Indexes

A few of the major newspapers are indexed. Newspaper indexes are organized much like periodical indexes. Citations are listed chronologically under alphabetically arranged subject headings, with cross or see references to related topics. The citations indicate the date of the newspaper, the section number, the page number, and the column number where the information will be found. The example below is taken from the *New York Times Index* for 1986 under the subject heading "Courthouses."

Courthouses. See also
Tweed Courthouse (NYC), My 5
Windsor and Manchester, Connecticut, highlighted as examples of towns lacking courtroom space in state; State Judicial Department admits many of state's courthouses lack adequate space and are in need of renovations; thus far renovations have been undertaken on eight courthouses, with state spending $32 million on six projects and local communities providing funds for other two; photos (M), Je 12,XXIII,1:1
Vivien Raynor reviews Jersey City Museum exhibition of late 19th century 'American Renaissance' art, concentrating on murals in newly restored Hudson County Courthouse; photo (S), F 9,XI,26:1
About 75 people are treated at hospitals after they are overcome by gas fumes in Detroit courthouse; illustration (S), Mr 15,I,8:2
Letter by Federal District Court Chief Judge Constance Baker Motley opposes April 9 editorial suggesting that Museum of American Indian be moved to Custom House in lower Manhattan; notes upper floors of Custom House have been planned for new site for Bankruptcy Court since 1980, Ap 29,I,26:4
Fears of asbestos contamination at Brooklyn Criminal Court prompt shutdown of building for day (S), Jl 1,II,20:3
Francis T Murphy Jr, Presiding Justice of Appellate Division, First Department, of State Supreme Court proposes to Mayor Koch that sculpture commemorating Holocaust, as symbol of injustice in world, be commissioned and installed at Appellate Division Courthouse, Madison Square; Koch endorses proposal (S), Jl 31,II,3:1
New York State Dormitory Authority is preparing to sell bonds for new central court complex in eastern Suffolk County, NY, that will largely consolidate county's scattered and substandard court buildings; Suffolk Legislature has approved $128 million county commitment to immediately lease complex (M), Ag 24,XXI,5:1
General Services Department is planning long overdue cleaning of landmark courthouse on Court Square in Queens, which has stained-glass skylight so encrusted with grime that it is nearly opaque (S), D 18,II,1:1
Courtney, Robert. See also
Data Processing, Mr 2

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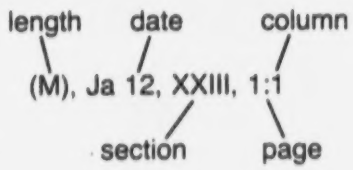
The first reference is to an article in the January 12 issue, section 23, page 1, column 1:



The (M) indicates that the length of the article is medium; (S) and (L) stand for short and long, respectively. Section numbers (Roman numerals) in the *New York Times* citations refer to corresponding lettered sections (A, B, C, etc.) in later editions of the newspaper.

Newspaper Indexes in Ellis

1. United States Newspaper Indexes

Atlanta Constitution, 1983-	(SPEC-R AI 21 .A4 .A4)
Boston Globe, 1983-	(SPEC-R AI 21 .B63 B44)
Chicago Tribune, 1972-	(SPEC-R AI 21 .N45)
Christian Science Monitor, 1956-1984	(SPEC-R AI 21 .C47)
Denver Post, 1979-	(SPEC-R AI 21 .D44 B44)
Detroit News, 1976-	(SPEC-R AI 21 .D46 D47)
Los Angeles Times, 1972-1984	(SPEC-R AI 21 .N451)
New York Times, 1907-	(SPEC-R AI 21 .N44)
New Orleans Times-Picayune, 1972-	(SPEC-R AI 21 .N452)
San Francisco Chronicle, 1976-	(SPEC-R AI 21 .S25 526)
USA Today, 1983-	(SPEC-R AI 21 .U8 B44)
Wall Street Journal, 1957-	(REF HG 1 .W26)
Washington Post, 1971-1985	(SPEC-R AI 21 .N53)

National Newspaper Index (CD-ROM) (Reference, 1 South)
Includes *Christian Science Monitor; Los Angeles Times, New York Times, Wall Street Journal and Washington Post.*

1979-1985	(MICF 016.071)
1985-to date	(CD-ROM)

2. Foreign Newspaper Indexes

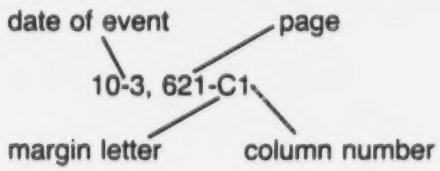
Le Monde (Paris), 1944-1951 & 1967-1968	(SPEC-R AI 21 .M65)
Le Temps (Paris), 1861-1900	(SPEC-R AI 21 .T4)
The Times (London), 1785-	(SPEC-R AI 21 .T46)
	(SPEC-R AI 21 .T5)

News Summaries

In addition to newspapers and newspaper indexes, there are several news summaries that outline current, national, regional, and international events. Two important news summaries in digest form are:

Facts on File 1940 to date (REF D 410 .F3)

A weekly world digest of news from 50 foreign and U.S. newspapers and magazines; also includes official government publications, news releases, and documents to insure accuracy, breadth, and depth of coverage. The articles are arranged under headings such as National Affairs, Foreign Affairs, Finance, Arts, Education, Sports, etc. The News Index listing includes month, date, margin letter, and column number. For example:



Keesings' Contemporary Archives 1931 to date (REF D 410 .K4)

A valuable feature of this weekly news summary is the inclusion of texts of speeches and documents, obituaries and statistics, with the source of the document cited.

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Locating Serials

A serial is defined as a "publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely." Serials include periodicals, newspapers, annuals, many government documents, series, and the proceedings or other publications of societies.

The main entry for most serials in both LUMIN and the Serials Catalog is **title.**

Business Week
New York Times
Commerce Business Daily

For some serials the issuing body (corporate author) is the main entry, so if a serial cannot be located under title, the name of the issuing body should be checked.

American Psychoanalytic Association
Journal

United States. Bureau of Labor Statistics
Monthly Labor Review

Serials are located using LUMIN, the Serials Catalog, or the Serials List. None of these catalogs alone provide complete information on the Library's serials collection. Beginning January 1, 1986 the Library recorded all new serials only in LUMIN. Serials acquired prior to January 1, 1989 are added to LUMIN weekly. When the project is completed, all holdings and bibliographic information for serials will be accessible through LUMIN.

LUMIN Online Catalog

The Lumin Online Catalog contains all serials (periodicals, newspapers, annuals, transactions and proceedings, etc.) **currently** received by the Library. LUMIN also includes all dead serials, those no longer being published or no longer being purchased by the Library. There are two main differences between LUMIN and the Serials Catalog:

LUMIN includes bibliographic and holdings information for bound volumes of periodicals. LUMIN does not include check-in information for current issues of periodicals such as *Newsweek*, which are received in paper covers and later bound together with hard covers. The Serials Catalog

includes bibliographic and holdings information only for titles received prior to January 1, 1986. The recent bound issues are listed in LUMIN only. The Serials Catalog is the only catalog where the Library records the receipt of current issues of periodicals that will be subsequently bound together.

For these reasons it is essential to use both LUMIN and the Serials Catalog in order to get complete information on serials.

Serial Title Search

Periodical titles can be retrieved from LUMIN by doing a title (t) keyword search. LUMIN gives a complete bibliographic display for each journal title as shown below.

```
  FULL DISPLAY
 Item No.   6
      Loc: ELLIS   Call No.: BF1 .J66
      Vols: v.1-     Dates: 1932-
      Latest bound volume: v.56 1988.
      RECENT ISSUES IN CURRENT PERIODICALS READING ROOM.

      Loc: ANNEX   Call No.: BF1 .J66
      Vols: v.33-40, 46#1;     Dates: 1965-78.

Journal of personality. v. 1-   Sept. 1932- Durham, N.C., Duke
Univ. Press.
      illus., plates, ports. 24 cm. quarterly. quarterly.
      Title varies: Character and personality Sept. 1932-Mar./June 1945
      Editors: Sept. 1932- June 1933   Robert Saudek.— Sept. 1937 -June
1944, Charles Spearman (with Karl Zener, Dec. 1939-June 1944)—Sept.
1944- June 1946   Karl Zener.
      (OCLC  00001782307
      ISSN  0022-3506 0065-9142
                                                              (BIFDIS  )
TYPE  c Item No.   for CIRCulation information   d   to scan DOWN display
      n   for NEW search                         u   to scan UP display
      r   to REVISE search                       p   for PREVIOUS screen
TYPE CHOICE & PRESS ENTER :
```

The bibliographic display includes the location(s) of the periodical, the call number for the bound issues, and a summarized listing of holdings, i.e. the first volume and the last bound volume received by the Library and the location of the current issues. The remainder of the bibliographic display includes the title, beginning issue and date, place of publication, size, frequency of issue, and notes. In order to retrieve information on each bound volume of a periodical title, type **c** at the bottom of the bibliographic display screen. Typing this command gives the complete holdings information, volume by volume, as shown on the next screen:

```
HOLDINGS INFORMATION   for Item No.    6
-------------------------------------------------------------------------
Journal of personality.
 1.UMC   BF1 .J66
   v.1- 1932-
     1. ELLIS   /        /        (1932/1933) v.1          010-005686812
     2. ELLIS   /        /        (1933/1934) v.2          010-005686821
     3. ELLIS   /        /        (1934/1935) v.3          010-005686830
     4. ELLIS   /        /        (1935/1936) v.4          010-005686849
     5. ELLIS   /        /        (1936/1937) v.5          010-005686858
     6. ELLIS   /        /        (1937/1938) v.6          010-005686867
     7. ELLIS   /        /        (1938/1939) v.7          010-005686876
     8. ELLIS   /        /        (1939/1940) v.8          010-005686885
     9. ELLIS   /        /        (1940/1941) v.9          010-005686894
    10. ELLIS   /        /        (1941/1942) v.10         010-005686901
    11. ELLIS   /        /        (1942/1943) v.11         010-005686910
    12. ELLIS   /        /        (1943/1944) v.12         010-005686929
    13. ELLIS   /        /        (1944/1945) v.13         010-005686938
    14. ELLIS   /        /        (1945/1946) v.14         010-005686947
-------------------------------------------------------------------------(LHDISPL )
TYPE  c   for more CIRCulation information      n   for NEW search
      p   for PREVIOUS screen
TYPE CHOICE & PRESS ENTER :
```

Single word periodical titles are difficult to retrieve from LUMIN because of the nature of keyword searching. For example doing a title search on *Time* magazine retrieves all titles containing the word 'time', thus making the search result too large. A better solution is to use the International Standard Serial Number (ISSN) to narrow the search to one particular serial title. Each serial has a unique International Standard Serial Number. Check with a reference librarian for sources that give ISSN for serials. An ISSN search is done in command mode using the symbol # as the first character of the search. For example, the ISSN for *Time* is 0040781X. To search *Time* by ISSN, type the following command:

#f iss 0040781X

This will retrieve only the bibliographic record for *Time* magazine.

A monographic series is a collection of books that contain, in addition to a unique title, a collective title which links all books together. Time-Life Series is a familiar example. Monographic series can be searched in LUMIN by doing a series (w) search. More information on the series search is available in the LUMIN Menu-mode brochure.

Serials Catalog

The Serials Catalog in I Central is an alphabetically arranged card file listing serials owned by the MU Libraries and received prior to 1/1/86, plus serials issued in paper format and subsequently bound together. It provides the call number for the bound issues and check-in information for current issues of serials. The Serials Catalog lists only the older or retrospective bound issues on its holdings cards but does not list the recent bound issues of periodicals. Since 1986, the bound issues of periodicals have been entered only in LUMIN; however, the Serials Catalog is the only catalog that gives information as to whether or not a recent paper periodical issue has been received by the Library.

Serials Catalog Cards

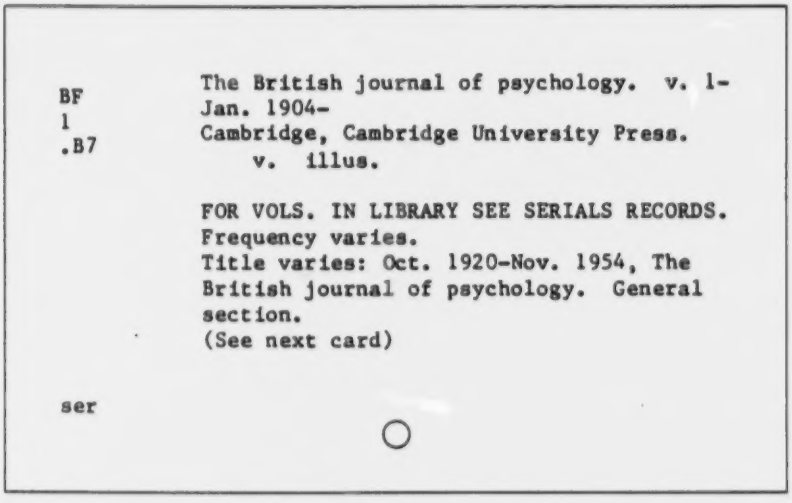
Each serial in the Serials Catalog is identified by a set of cards. If the Library receives two or more copies of a serial, there is a set of cards for each subscription. In some cases one copy of the periodical is in Ellis Library and a second copy may be at a branch library or on microfilm.

In the set of cards each card conveys different information about the serial:

1. **Main Entry Card**

   The first card for a serial is the main entry card; like the entry in LUMIN, it contains complete bibliographic information about the serial: title, beginning issue and date, place of publication, publisher, physical characteristics (illustrative matter, size), frequency of issue, notes about the serial's publication history, special features, and call number. If the title is also in LUMIN, the card is stamped "Bibliographic record in LUMIN".

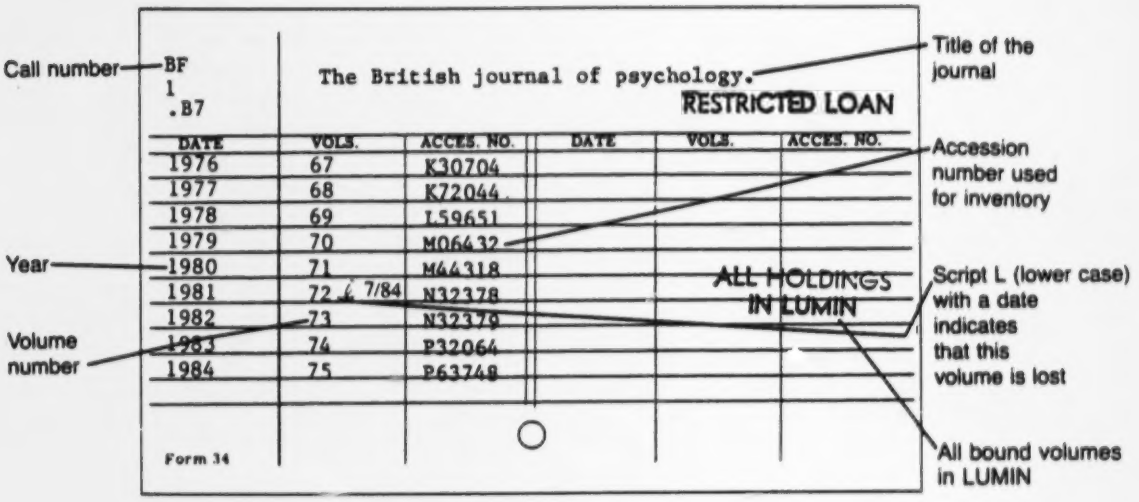
An example of a serial main entry card:



2. **Holdings Card**

   The second card is the white holdings card. This card lists the older bound issues of the serial. The information listed on the card includes the title and call number, and the date, volume, and accession number of each bound issue. It also indicates if a bound issue is lost. Beginning with 1986, the bound issues are no longer added to the Serial Catalog holdings cards. Holdings cards stamped with the phrase "All Holdings in LUMIN" indicate that holdings information for that title is in LUMIN—the Serials Catalog does not list recent bound issues.

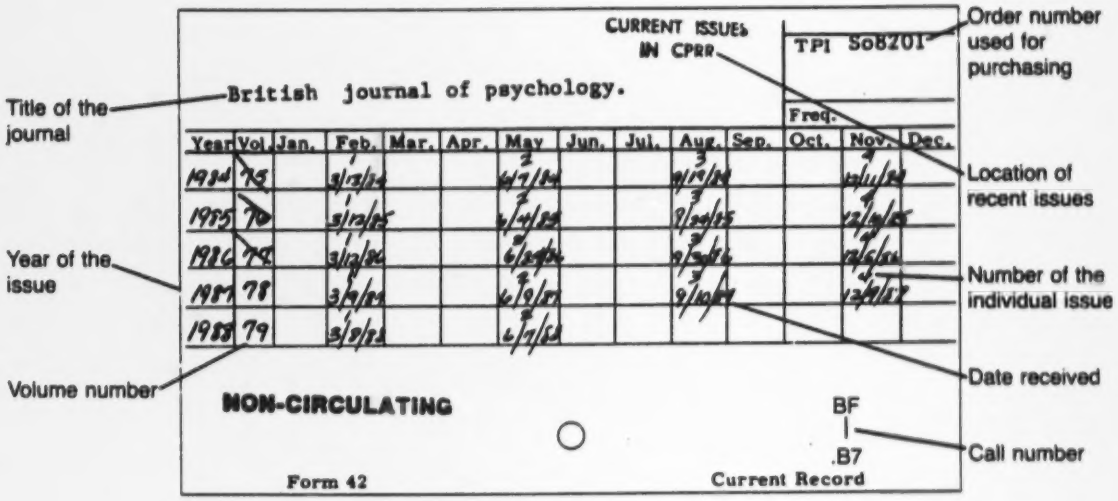
The following card is an example of a white holdings card:



3. Check-in Cards

Yellow check-in cards are filed following the white holdings cards. Each serial received two or more times each year has a yellow check-in card in the Serials Catalog. The check-in cards indicate whether a particular current issue of a serial has been received. The check-in cards include the title and call number of the serial, the date an issue is received by the Library and the year or volume number of each issue. If a serial is issued frequently enough to go to the Current Periodicals Reading Room, the yellow check-in card is stamped "Current Issues in CPRR." When an entire volume or year of a serial is received, it is given an accession number and bound with a hard cover. It is then crossed off on the yellow check-in card and entered in LUMIN as a bound issue of a periodical.

Example of a yellow check-in card is shown below:



4. **Other Cards**

Other cards in the Serials Catalog are the blue cards which are records of payment for subscriptions. The pink and orange cards are disposition cards, which include instructions for library employees who check-in periodicals. These cards are for library staff use only.

Serials List

The Serials List is a computer-generated list of all periodicals held by the MU Libraries. It is arranged alphabetically by the title of the periodical and provides the call number. Titles held in CPRR are so noted. Copies of the Serials List are available at the Reference Desk, Current Periodicals Reading Room, and the Information Desk.

Current Periodicals Reading Room

The Current Periodicals Reading Room (CPRR) in Ellis Library is located in Room 114, 1 West. It houses the current issues of 6000 serial titles and several current newspapers. Depending on the frequency of publication and size of the periodical, current issues are retained in CPRR anywhere from three months to three years.

Periodicals in the CPRR are arranged on the shelves alphabetically according to their entry in LUMIN and the Serials Catalog. The majority of the periodicals are arranged by title on the shelves. The most recent issue of a periodical is kept on a slanting shelf while older current issues are kept on a flat shelf beneath the slanting shelf. Be sure to check the flat shelf in order to find other current issues. Some periodicals that are high demand are kept behind the CPRR desk. There are instructions on the slanting shelves for these titles. If a recent back issue of a periodical cannot be located on the shelves in CPRR, it is possible the issue is at the bindery. The CPRR staff has a bindery list of all titles at the bindery and a card file of all periodicals in the CPRR.

The current issues kept in the Current Periodicals Reading Room are non-circulating and cannot be checked out of Room 114 so as to insure the security of loose issues. Copy machines are accessible through CPRR in Copy Service.

Locating Periodicals in Ellis Library

Basic rule of thumb: Older bound issues of periodicals are intershelved with books in the stacks area by their **call number**, while **current issues** are shelved mostly by their **title** in the Current Periodicals Reading Room (CPRR). Some older issues are also available on microfilm in the Special Collections.

1. Check the title of the periodical in LUMIN, the Serials Catalog or the Serials List.
2. If an older bound issue of the periodical is needed, get the call number from any one of the three sources listed above. Use the Book Location Guide to find the floor location on which that call number is located.

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3. If a current issue is needed, consult the yellow check-in card in the Serials Catalog to see if the issue has been received by the Library. If the current issue has been received and the check-in card is stamped "Current issues in CPRR", the current issue should be located in the CPRR by its title. If the card is not stamped "Current issues in CPRR", the current issue will be in the stacks by its call number.
4. If the periodical cannot be located in the stacks or in CPRR, it could be:
   —checked out to another user
   —at the bindery
   —on a reshelving shelf or in the Shelving Room—lost or misplaced
   —not yet received by the Library
5. If a periodical cannot be located, check at the Circulation Desk.

10

Government Documents

Government documents are publications that are printed under the auspices of a governmental body or published at government expense, either at the local, state, federal, or international level. The variety of information obtained from U.S. government documents is nearly infinite, ranging from the raising of honey bees to the President's economic report. Dozens of reports describing government research activities and projects are issued each year; in addition, instructional and descriptive resource materials are distributed. United States congressional materials, which include bills, reports, documents, hearings, committee prints, and budget and technology reports, number in the thousands. The statistical data collected by many government agencies is primary source material useful to demographers, community planners, and industrial managers as well as to students, businessmen, and agriculturalists.

Missouri state documents comprise bills from the General Assembly, the Governor's budget report, informational sheets, directories of a variety of services, and statistical compilations on numerous topics. There surely is something for everyone in this mass of material!

Location

United States government documents are not completely consolidated in this Library. However, the majority of current documents is housed on 1 East as a collection. The designation DOCS and/or 353.8 precedes the classification number on each piece. Within the document collection, the items are organized by Superintendent of Documents (SuDoc) classification. Most of these materials are not entered in LUMIN or the Card Catalog; they must be accessed by indexes which will be described later in this chapter.

Superintendent of Documents Classification

The Superintendent of Documents classification scheme devised by the Government Printing Office is used by the Library to organize its federal documents collection. Like the Library of Congress call number, the SuDoc classification number is a unique identifying number for each document. The SuDoc classification is an alphanumeric system based on the structure of the federal government. The first letter(s) of the Superintendent of Documents (SuDoc) number indicates the department, agency, or bureau of issuance. The following list provides examples of the executive departments with their mnemonic designation.

A Department of Agriculture

C Department of Commerce

D Department of Defense

E Department of Energy

HE Department of Health and Human Services

Some of the more well known regulatory agencies carry these designations:

EP Environmental Protection Agency

CC Federal Communications Commission

FT Federal Trade Commission

Following the alphabetical designation are numbers denoting the bureau and/or agency within the department. A "1" denotes the Office of the Secretary of a particular department, which is followed by a period (not a decimal). The numerical designation after the period indicates the type of publication — 1 is for an annual report; 2 is for a general publication.

A1 Office of the Secretary of the Department of Agriculture

A1.1 Annual report of the Secretary of Agriculture

A1.2 General publications of the Department of Agriculture

This classification pattern is followed in the numbering of publications from all departments.

It is important to note that unlike a decimal classification the "." within the SuDoc number is **not** a decimal but a period, followed by a whole number. The documents are shelved from the smallest to the largest number: A1.2 through A1.9 are shelved before A1.10, A1.11, etc.

Congressional materials are designated "Y" in the SuDoc Classification system: Y1.2, House general publications; Y1.3, Senate general publications. Congressional hearings and committee prints are designated Y4. Each committee in Congress has its own number that never changes so that all issuances of a committee are shelved together.

Y4.Ag8/1 House Committee on Agriculture

Y4.Ag8/3 Senate Committee on Agriculture, Nutrition, and Forestry

Y4.J89/1 House Committee on the Judiciary

Y4.J89/2 Senate Committee on the Judiciary

It is important to remember that the federal documents are shelved together with DOCS or 353.8 as the overall identifying symbol followed by the SuDoc number.

Example:

DOCS
S1.2
An8

Strategy for Accessing Documents

Finding Aids

The first step in locating a government document is to find its SuDoc classification number, which is found by consulting one of three significant finding aids available in this Library: the *Monthly Catalog of United States Government Publications*, the *Congressional Information Service Index*, and the *American Statistics Index*.

Monthly Catalog of United States Government Publications (REF Z 1223 .A18)

The *Monthly Catalog of United States Government Publications* started publication in 1895. This index includes materials from all branches of government. It is published monthly complete with indexes and abstracts in one volume. At the end of the year a cumulated index is bound separately in three or more volumes. The abstracts are bound in five volumes: January-March, April-June, July-September, October-December, and a Periodical Supplement.

The primary point of access is by subject, although it has been possible to access entries by title and author since 1974. Subject headings used in the subject index are Library of Congress subject headings. Entry numbers are assigned in consecutive order to each bibliographic record in the abstract part of the *Monthly Catalog*. The numbering begins with the first issue of each year, contining from month to month within a given year. With each new year entries are renumbered starting with 1.

When using the *Monthly Catalog* to locate a government publication begin with the index sections. Below are examples showing three different access points in the index volumes for one specific document. Note that the number following each is identical. It is the **entry number** for the bibliographic record found in the abstract part of the catalog.

Subject Index

Subject → **Aged — United States — Abuse of.**
Domestic abuse of the elderly : which cases involve the police? / Sengstock, Mary C. (HE 23.3002:Ab 9/2), 88-2412

Entry no.

Author Index

Author → **Sengstock, Mary C.**
Domestic abuse of the elderly : which cases involve the police? /, 88-2412

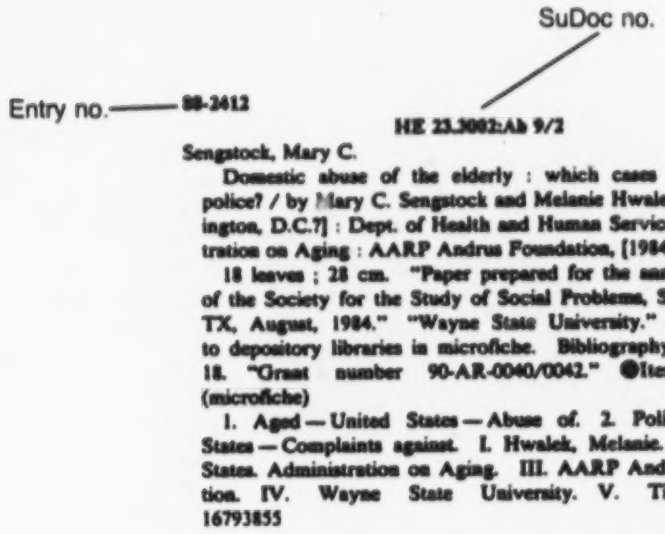
Entry no.

Title Index

Title → **Domestic abuse of the elderly : which cases involve the police? / Sengstock, Mary C. (HE 23.3002:Ab 9/2), 88-2412**

Entry no.

Accompanying the indexes are abstract volumes that list bibliographic records for documents by entry numbers. The entry numbers are found in the index section. See the previous examples for location of entry number. The example below shows the complete bibliographic record found in the abstract volume for the entry number.


SuDoc no.
Entry no.
88-2412
HE 23.3002:Ab 9/2
Sengstock, Mary C.
Domestic abuse of the elderly : which cases involve the police? / by Mary C. Sengstock and Melanie Hwalek. — [Washington, D.C.?] : Dept. of Health and Human Services, Administration on Aging : AARP Andrus Foundation, [1984]
18 leaves ; 28 cm. "Paper prepared for the annual meeting of the Society for the Study of Social Problems, San Antonio, TX, August, 1984." "Wayne State University." Distributed to depository libraries in microfiche. Bibliography: leaves 17-18. "Grant number 90-AR-0040/0042." ●Item 447-A-1 (microfiche)
1. Aged — United States — Abuse of. 2. Police — United States — Complaints against. I. Hwalek, Melanie. II. United States. Administration on Aging. III. AARP Andrus Foundation. IV. Wayne State University. V. Title. OCLC 16793855

The SuDoc number, which is used to locate the document on the shelf, is found in the complete bibliographic record. Experienced documents users always write down the entry number and the date of the *Monthly Catalog* in which the document is listed. Then, if the document is not on the shelf, it can be located in microformat using the *Monthly Catalog* entry number.

Congressional Information Service Index (CIS) 1970-

This index to congressional materials is issued monthly in two parts — an index issue accompanied by an abstract issue. At the end of each year an annual index volume and an annual abstract volume cumulate the information issued monthly. This superb tool records hearings, committee prints, reports, documents, executive reports, and technological and budget reports done expressly for Congress. It lists bibliographical information and a substantial summary of the document's contents. The index allows access by subjects, names of witnesses, organizations, corporate authors, and subcommittee names. *CIS Index* is the best source for information about legislative processes and/or congressional actions. The bibliographic record includes the SuDoc number.

The American Statistics Index (ASI) 1973-

The *ASI* is produced by the Congressional Information Service. It is designed to provide the same kind of service for government statistical publications that *CIS* does for congressional publications. There are monthly indexes and annual cumulative index and abstract volumes. The outstanding feature of this index is the detailed summaries of the statistical charts and tables appearing in the documents. Any economic fact or figure collected and published by the U.S. government is likely to be indexed here. *ASI* can assist in locating a document not found in the *Monthly Catalog* or *CIS*

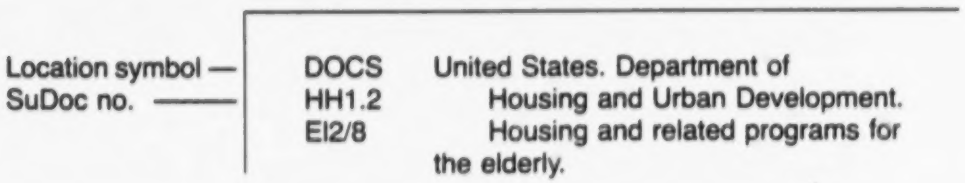
Index because it includes any document that contains statistical information regardless of the subject of the document. In addition, *ASI* indexes individual issues of government periodicals. The bibliographic record includes the SuDoc number, which is easily distinguished by the degree (°) sign preceding it. The non-depository materials listed in this index are available in a microform collection with access by entry number.

As the world of technology grows, so do access tools to government documents. COM (computer-output-microform) catalogs, laser disks and compact disks are some examples of access tools now available for federal documents. Each of these sources include the SuDoc number with a bibliographical record similar to print indexes.

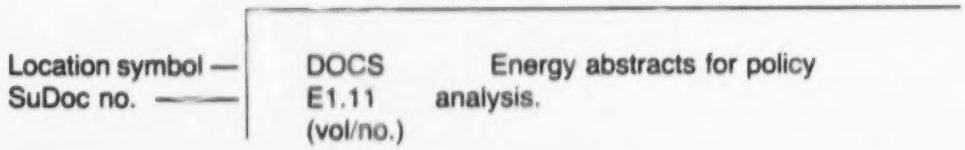
Documents Shelflist

The second step in locating a document in Ellis Library is to go to the Documents Shelflist located outside the Documents Office. The Documents Shelflist is a card catalog arranged in SuDoc number order. It is necessary to have located the SuDoc number from one of the previously mentioned finding aids before consulting the shelflist. It is not possible to find an entry by author, title, or subject in this catalog.

The Documents Shelflist includes monographs (books), periodicals, series, maps, and posters. The information on the shelflist card also indicates if the item is available in microfiche. Examples of the cards found in the shelflist are shown below:



This monograph title may be found on the shelf in the documents collection.



This periodical *Energy abstracts for policy analysis* may be found in the documents section, but if the issue is not on the shelf, check the Documents Serials Catalog under the title to see if the issue has been received.

Location symbol —
SuDoc no. ——

DOCS
EP1.23/5
(no.)

United States. Environmental
Protection Agency.
Environmental monitoring series.

This is an example of a series entry in which items are monographic in nature and are issued at irregular intervals. If the issue needed is not on the shelf, check the Documents Serials Catalog under the series entry "U.S. Environmental Protection Agency" to see if the issue has been checked in.

SuDoc no. ——

L1.42/2
(date)

United States. President.
Employment and training report of
President. 1976-

L.C. no. ——

HD
5723
.A526
(date)

Sometimes a document is sent to a branch library or cataloged in Library of Congress classification. In these cases a call number is listed below the SuDoc number on the shelflist card, and the document is shelved according to the call number in the Library. For the example above consult the Book Location guide to see where the classification HD is shelved in the library.

A document received in microfiche format has MICROFICHE stamped in red on the shelflist card. The fiche is filed in SuDoc order in microfiche cabinets in the Documents area.

MICROFICHE

DOCS-MF
TD7.2
P69/2

Urban Transportation Planning Systems.
Lexicon. July 6, 1981.

Other stamps denoting particular types of materials shelved in other locations include POSTERS and MAP COLLECTION. Regular sized posters and maps are shelved in SuDoc order within the document collection and the oversized ones are housed in special cabinets.

Documents Shelves

The final step in locating a federal document is to go to 1 East where the documents are shelved in Sudoc number order. If the document is not on the shelf, it may be checked out. Documents do circulate unless they are reference material or are stamped "non-circulating". Do ask the documents staff for assistance, since alternative microform collections may include the desired document if it is not on the shelf.

Missouri State Documents

The Library has a sizable collection of Missouri state documents, including documents from the state General Assembly, the Governor's office and other state agencies. The collection dates from 1977 when the depository law became effective. Prior to 1977, the relatively few documents received can be located through the Card Catalog. The symbol that identifies a Missouri document in Ellis Library is **MODOC** and/or **XM.** This collection is useful for locating information on Missouri topics that are generally difficult to find in national indexes.

Unlike federal documents, there are no commercial finding aids for Missouri documents. They are accessed via the Missouri Documents Card Catalog located in the Documents area. This catalog lists Missouri documents by subject and title of the document and also includes shelflist cards (listing by document number). The subject headings used in this catalog are listed in a notebook found on the top of the Missouri documents Card Catalog. If you need assistance with Missouri documents, check with the Government Documents librarian.

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Microforms

The MU Libraries have one of the largest collections of microforms in the nation. Microforms are "formats on which printed copy is photographically reduced in size." These greatly reduced film copies of library materials include books, magazines, journals, newspapers, pamphlets, and even manuscripts. The Libraries are continually increasing their holdings of microforms for several reasons:

1. Microforms require less storage space than books because the printed page is greatly reduced in size when it is filmed. A single microfiche has the capacity for a ninety-eight page report, and one month of the *Wall Street Journal* can be stored on a three inch reel of microfilm. With the current information explosion, this increased storage capacity is important to libraries.

2. Microforms are more durable than paper. Newsprint, in particular, deteriorates quickly. Through the use of microformats, back copies of newspapers and periodicals are readily accessible.

3. Microforms usually cost less than paper copy for the same publication.

4. The use of original rare material is limited to only a few researchers. If reproduced in microformat, this material can be easily acquired by libraries.

5. Some materials are only released in microform, so purchasing in microformat is the only way to acquire them.

For these reasons — preservation, storage, cost, and availability of materials — the UMC Libraries have acquired numerous microform collections. In order to fully utilize the Libraries' collections, it is important to become familiar with use of microforms and to be aware of the various microform collections in the Libraries.

The majority of microforms are centralized in the Special Collections Department on 4 West. Specialized collections of microforms are also located in Government Documents and the Reference Department. The Government Documents unit houses U.S. government documents on microfiche and microprint, the *American Statistics Index* on microfiche, Statistical Reference (SRI) and International Statistics (IIS) documents, and United Nations documents on microprint. The Reference Department houses the ERIC collection, U.S. Department of Energy microfiche collection, college catalogs, telephone directories (Phonefiche), and a few other small collections.

Special microform readers (viewers) are available in each of the three areas where microforms are located. Paper copies of individual pages can be made from microfiche, microcards, and microprints at the Copy Service. Paper copies of individual pages of microfilm can be made in Special Collections.

Formats

Ellis Library has microform materials in four formats:

1. Microfiche (4″ x 6″ and 3″ x 5″ transparent sheets) designated **MICF** in LUMIN and the Card Catalog.

LUMIN entry

Loc: ELLIS SPEC MICF Call No.: SPEC MICF 150.7

Card Catalog entry

MICF
301.57

Lawrence, Judy A, 1949-
An exploratory analysis of the normative structure of the sport spectator/by Judy A. Lawrence. 1973.

2. Microfilm (35mm and 16mm transparent film) designated **FILM** in LUMIN and the Card Catalog.

LUMIN entry

Loc: ELLIS SPEC FILM Call No.: SPEC FILM

Card Catalog

FILM

The Rural magazine. v. 1; Feb 17, 1798-Feb. 9, 1799. Newark [Printed by J.H. Williams]

3. Microcard (3″ x 5″ opaque cards) designated **MICD** in LUMIN and the Card Catalog.

LUMIN entry

Loc: ELLIS SPEC MICD Call No.: SPEC MICD

Card Catalog entry

MICD
917

Mitchell, Samuel Augustus.
A general view of the United States; comprising, also a description of each individual state and territory in the Union.

4. Microprint (5" x 8" opaque cards) designated **MICPT** in LUMIN and the Card Catalog.

LUMIN entry

Loc: ELLIS SPEC MICPT Call No.: SPEC MICPT

Card Catalog entry

MICPT
822.08

Dryden, John, 1631-1700.
Spanish friar [or, The double discovery]

Collections

Periodicals

Approximately 160 periodicals are available on microfilm, including many periodicals indexed in *Readers' Guide to Periodical Literature*, *Infotrac*, and a number of education periodicals. These periodicals, designated with the location symbol **FILM** or **MICF**, are listed in LUMIN, the Card Catalog, and the Serials Catalog. Also included are a large collection of early American and early English magazines. A complete list is available in Special Collections.

Newspapers

The older issues of over 1,000 newspaper titles located in Ellis Library are available only in microformat. The collection includes twenty-three current daily newspapers such as the *New York Times*, *Los Angeles Times*, *Washington Post*, and the *Chicago Tribune*. Several financial newspapers, among them the *Wall Street Journal* and *Commercial and Financial Chronicle*, are part of the collection. In addition, a number of rare early American newspapers are collected in microformat.

Specialized Collections

Early American Imprints

This is a microprint collection of all books, pamphlets, and broadsides published in the American colonies or the United States from 1630-1819. These titles are not listed in LUMIN or the Card Catalog and must be accessed through printed bibliographies in Special Collections. Selected newspapers from this period are also available. These titles are listed in LUMIN and the Card Catalog.

ERIC Collection

ERIC (Educational Resources Information Center) is a national information system that provides ready access to the literature of education. It acquires, selects, indexes, stores, retrieves, and disseminates education-related reports. ERIC publishes two indexes: *Current Index to Journals in*

Education (CIJE) and *Resources in Education* (RIE). *RIE* indexes non-journal material: current research findings, project and technical reports, speeches, unpublished manuscripts, and books. The documents cited in *RIE* are available on microfiche in the Reference Department.

Corporation Annual Reports

Financial reports from approximately 12,000 publicly held companies are available on microfiche in Special Collections. Included are Annual Reports to Shareholders, Securities and Exchange Commission 10-K Reports, and Proxy Statements for New York Stock Exchange, American Stock Exchange, and over-the-counter corporations from 1978 to date. Prior to 1978, Annual Reports and 10-Ks are available only for companies listed on the New York Stock Exchange.

Human Relations Area File (HRAF)

This unique collection of anthropological material includes files on over 200 groups of people all over the world. The subject indexing allows comparisons of specific aspects of culture among groups of people and is especially valuable for students of anthropology, sociology, geography, and history.

Accessing Microforms

In general, micorforms acquired before 1986 are listed in the public Card Catalog on 1 Central and in the departmental Card Catalog in Special Collections. Microforms acquired since 1978 are in LUMIN, and the majority of periodicals and newspapers in microformat are also in LUMIN.

There are notable exceptions to the above guidelines, however. The Libraries have large collections of books, manuscripts, and documents that are not described title-by-title in the Card Catalog or in LUMIN. For example, all books published in the United States before 1810 are available in microprint in Special Collections. These titles must be accessed by consulting printed bibliographies. Similarly, the Libraries have large collections of early English books, French Revolutionary War pamphlets, and World War II histories that must be accessed via printed guides. Students are encouraged to consult the Special Collections staff for material they think may be held by the Libraries in microformat.

A comprehensive new database describing more than 600 microform collections related to history has been developed by the Special Collections staff. Searches by subjects, authors, titles, and keywords can be made free of charge. For assistance, contact the Special Collections librarian.

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Encyclopedias

Library research often begins with finding a general or introductory account of a research topic. Experienced researchers know that it is well worth their time to orient themselves before beginning work on a topic that is new to them, and encyclopedias are often the best source for this preliminary reading.

An encyclopedia is a book or set of books that contains information on all branches of knowledge, providing an overview of each subject, with definition, description, explanation, history, and bibliography. Encyclopedia articles provide introductory or background information on unfamiliar subjects; the bibliographies at the end of articles direct users to additional information and encourage self-directed study. The information in encyclopedias is of a survey nature, and although it is rarely acceptable as source material for papers, it serves as a springboard for the researcher by providing

—a survey or overview of the topic

—definition of a topic

—ideas on narrowing a topic

—related terms and concepts

—indication of the magnitude of the subject (If the article is brief, it might be difficult to find sufficient research material on the subject.)

—names, dates, and events associated with the topic

—bibliographies

In addition to general encyclopedias, other reference sources may also be used to clarify a topic. These include specialized encyclopedias, introductory texts, general dictionaries, and specialized dictionaries. Information gained from this preliminary reading helps determine the direction of further research.

General Encyclopedias

A general encyclopedia is often the best place to start research on a subject. It covers all fields of knowledge and is best used when an overview or explanation of a topic is needed. General encyclopedias usually summarize and synthesize information from a variety of sources; the articles are written by experts in the field and often contain bibliographies that serve as a good starting point for further research. For more detailed reading on the subject, the books listed in the bibliographies can be located using LUMIN or the Card Catalog.

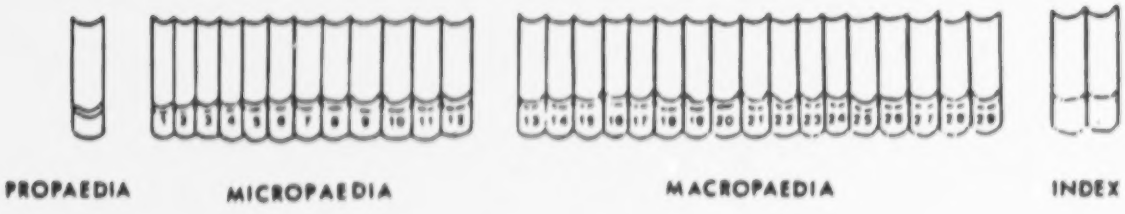
General encyclopedias are usually multi-volume works with comprehensive indexes that locate the information on a particular subject dispersed throughout the set. Some good general encyclopedias are:

Encyclopaedia Britannica (REF AE 5 .E363)
Encyclopedia Americana (REF AE 5 .E333)
Academic American Encyclopedia (REF AE 5 .A23)
Colliers Encyclopedia (REF AE 5 .C683)

Encyclopaedia Britannica

This famous English encyclopedia was originally published in Great Britain but for many years has been published in the United States. The set still reflects its British origins in spelling, some headings, and in the lengthy treatment of many British topics. A useful and generally well-made encyclopedia, it has long, detailed articles on many subjects. Many of the longer articles have useful bibliographies appended to them. The subject coverage is especially strong in the arts and the political and economic developments of European countries and cities.

Encyclopaedia Britannica is divided into four sections, as illustrated below:

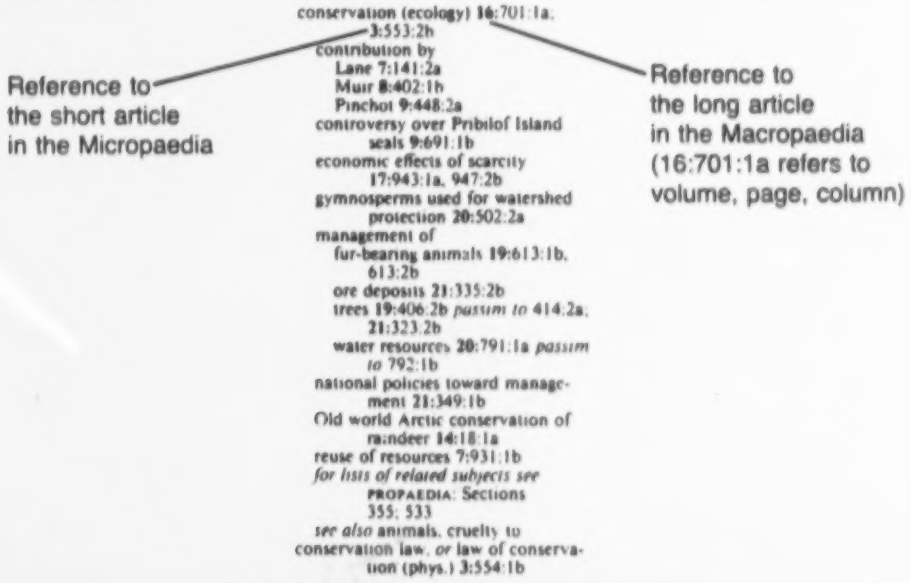


The **Propaedia** is a one-volume outline of knowledge and guide to the Britannica.

Volumes 1-12 make up the **Micropaedia,** a collection of short articles on very specific subjects.

Volumes 13-29 are the **Macropaedia,** which includes long articles on fairly broad topics.

The last two volumes are the **Index,** which refers you to articles in the Micropaedia and the Macropaedia on your topic. It has 400,000 references locating precisely the section of a page in which a person, place, thing, or idea is mentioned in any one of thousands of articles. Here is a sample entry from the index volume:


conservation (ecology) 16:701:1a; 3:553:2b
contribution by
Lane 7:141:2a
Muir 8:402:1b
Pinchot 9:448:2a
controversy over Pribilof Island seals 9:691:1b
economic effects of scarcity 17:943:1a, 947:2b
gymnosperms used for watershed protection 20:502:2a
management of
fur-bearing animals 19:613:1b, 613:2b
ore deposits 21:335:2b
trees 19:406:2b passim to 414:2a; 21:323:2b
water resources 20:791:1a passim to 792:1b
national policies toward management 21:349:1b
Old world Arctic conservation of raindeer 14:18:1a
reuse of resources 7:931:1b
for lists of related subjects see PROPAEDIA: Sections 355; 533
see also animals, cruelty to
conservation law, or law of conservation (phys.) 3:554:1b
Reference to the short article in the Micropaedia
Reference to the long article in the Macropaedia (16:701:1a refers to volume, page, column)

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The Micropaedia provides concise treatment of a subject, while the Macropaedia provides fuller treatment. The following entries are from the Micropaedia and Macropaedia on conservation:

Micropaedia

Subject heading

conservation, planned management of a natural resource or the total environment of a particular ecosystem, to prevent exploitation, destruction, or neglect, and to ensure future use of a resource. In the late 20th century, it has come to mean the attainment of the highest sustainable quality of living for mankind.

A brief treatment of conservation follows. For full treatment, *see* MACROPAEDIA: Conservation of Natural Resources.

Concise definition & article on the subject

The primary needs necessary to maintain life—food, water, air, and a source of heat—have been available to humans for thousands of years. Now, however, increased population pressures and the demand of advanced societies for recreational space and luxuries beyond basic needs have created a strain on the Earth's natural resources. Sophisticated techniques in both agriculture and science are necessary for man to live at a high standard. Wise use and careful management can assure that game and fish supplies are not depleted and that forests and grasslands are not destroyed.

Macropaedia

Dependence of life on water

Water. Life originated in the oceans, and the chemical composition of body fluids in land animals reflects their primeval origin. The dependence of life on water is complete; it is the major constituent of plant and animal cells. Most of the major groups of animals still live in water; a relatively small number have adapted to life on dry land.

Uses of water. Man requires water for a variety of purposes; water for drinking is still paramount, and such water must be relatively pure. Water is also required by domestic animals and plants; and, if it is not supplied in sufficient amounts through precipitation, it must be supplemented by irrigation systems. Irrigation, however, is one of the most wasteful uses of water in areas in which it is scarce, because great quantities are lost through evaporation in both storage areas and transport. In many regions irrigation is, nevertheless, essential for human survival.

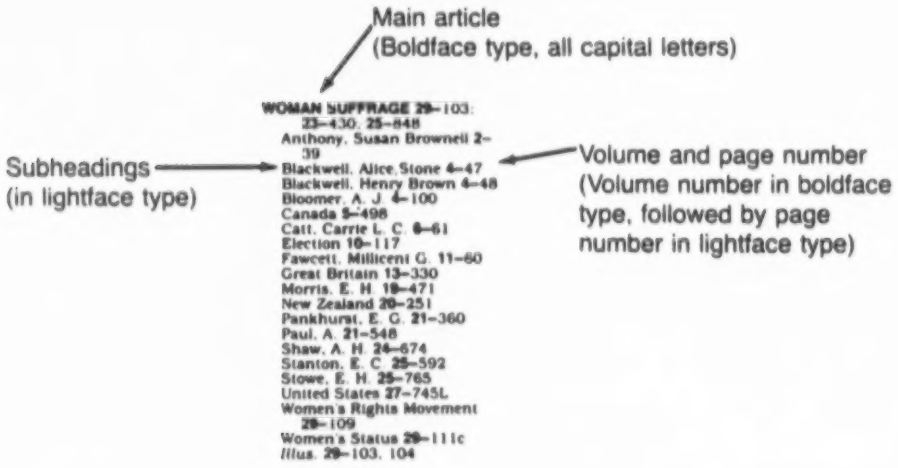
A paragraph from the Macropaedia on Conservation

Water for transportation has always been important to man, as indicated by the fact that most major cities are located on the shores of oceans and other large bodies of water or along rivers and other types of navigable waterways. Despite recent advances in ground and air transportation, water transportation has an economic advantage for the movement of goods that have a relatively low value per unit of weight or volume, such as raw mineral ores, fuels, and various types of construction materials. Water for urban use other than drinking serves a multitude of purposes, such as fire fighting, street cleaning, sanitation, and sewage disposal. Steel mills, pulp mills, chemical factories, and most other industrial processes that involve the conversion of raw materials into finished products require water. Next to agriculture, one of the most extravagant uses of water is as a cooling fluid in the generation of power from fossil and nuclear fuels, with the latter consuming far greater volumes. Water has been used directly as a source of power since the time of the first sailboat and the first waterwheel. A small but important part of the world's electrical supply now is generated by hydropower, in which the force of falling water is used to turn turbines that produce electricity.

Encyclopedia Americana

The **Americana** is a 30 volume encyclopedia that bridges the gap between the specialist and the general reader. Its particular strength is American topics, especially American history, geography, and biography, but there is also extensive coverage of science and technology. The articles are signed, the authors' credentials are listed, and bibliographies are found at the end of articles. In **Encyclopedia Americana,** you can go directly to the "W" volume and find an article under "Woman Suffrage." But it is best to use the index volume to pick up additional bits of useful information in other articles.

Sample Index Entry from Encyclopedia Americana



Subject Encyclopedias

Subject encyclopedias provide more detailed information about an area of knowledge. The articles are longer and more technical, written in greater depth in the language of the discipline. A specialized encyclopedia may cover a broad subject discipline (*International Encyclopedia of the Social Sciences*) or may be more narrow in scope (*Encyclopedia of World Art*); it may be a multivolume set or a single volume. In multivolume sets, a separate index volume refers to the correct volume and page for the topic.

Examples of specialized encyclopedias are

Encyclopedia of Education (REF LB 15. E47)
Encyclopedia of Philosophy (REF B 41 .E5)
Encyclopedia of World Art (REF N 31 .E533)
International Encylopedia of the Social Sciences (REF H 40 .A215)
Mcgraw-Hill Encyclopedia of Science & Technology (REF Q 121 .M3)

To locate a special encyclopedia in LUMIN or the Subject Card Catalog, use the subject heading for the general topic (EDUCATION, ART, SCIENCE, etc.) with the subdivision DICTIONARIES or DICTIONARIES AND ENCYCLOPEDIAS. For example, background information on Afro-Americans can be obtained by looking under the subject heading

AFRO-AMERICANS--DICTIONARIES AND ENCYLOPEDIAS

Foreign Language Encyclopedias

General, subject, and national encyclopedias are also published in languages other than English. Some foreign language encyclopedias are among the best ever produced and include statistical information, bibliographic citations, illustrations, and biographical facts and data not covered in other encyclopedias. This type of information is often useful even when you cannot read the language. Some notable foreign language encyclopedias are

Brockhaus' Konversations-Lexicon. Der Grosse Brockhaus (AE 27 .B92)
Enciclopedia Italiana di Scienze, Lettere, ed Arti (REF AE 35 .E5)
Grand Larousse Encyclopedique (REF AE 25. G64)
Encyclopedia Universal Ilustrada (REF AE 61 .E6)

National Encyclopedias

National encyclopedias, such as the *Encylopedia Canadiana* (917.1 En19) and the *Kodansha Encyclopedia of Japan* (REF DS 805 .K633), summarize the culture of a country and are usually published under governmental auspices.

Encyclopedias

General Encyclopedias

Encyclopaedia Britannica (REF AE 5 .E363)
Detailed, scholarly articles with an international orientation; strong in the arts, literature, and the humanities. Excellent bibliographies.

Encyclopedia Americana (REF AE 5 .E333)
Extensive coverage of science and technology, and articles dealing with America.

Academic American Encyclopedia (REF AE 5 .A23)
New, well illustrated; emphasis on science and technology, the arts, humanities, and biography.

Colliers Encyclopedia (REF AE 5 .C683)
Journalistic in approach with emphasis on modern subjects. Good coverage of sports and other contemporary topics.

World Book Encyclopedia (REF AE 5 .W55)
Up-to-date with an easy-to-read format. Good coverage of the United States and of popular culture.

Specialized Encyclopedias

Science

McGraw-Hill Encyclopedia of Science and Technology (REF Q 121. M3)
Encyclopedia of the Biological Sciences (REF QH 13 .G7)
Encyclopedia of Space Science (REF TL 788 .A8)
Encyclopedia of Oceanography (REF GC 9 .F3)
Encyclopedia of Physics (REF QC 5 .E545)
Encyclopedia of Animal Life (QL 50 .L32)
Encyclopedia of Food, Agriculture and Nutrition (REF TX 349 .M2)
Encyclopedia of Bioethics (REF QH 332 .E52)
Encyclopedia of Psychiatry, Psychology, Psychoanalysis and Neurology (REF RC 334 .I573)

Social Sciences

International Encyclopedia of Social Sciences (REF H 40 .A215)
Encyclopedia of Social Sciences (REF H 41 .E6)
Encyclopedia of Social Work (HV 35 .S6)

Education

Encyclopedia of Education (REF LB 15 .E47)
Cyclopedia of Education (REF LB 15 .M7)
Encyclopedia of Educational Research (REF L 901 .E57 1982)
Encyclopedia of Modern Education (REF LB 15 .E5)
International Encyclopedia of Higher Education (REF LB 15 .I57)

Psychology

Encyclopedia of Psychology (REF BF 31 .E522)
Encyclopedia of Mental Health (RA 790 .E5)
Medical and Health Encyclopedia (RA 121 .N47 1970)

History

Cambridge Ancient History (REF D 57.2 .C252)
Cambridge Medieval History (REF D 117 .C3)
Cambridge Modern History (REF D 208 .C16)
Encyclopedia of American History (REF E 174.5 .E52)
Encyclopedia of World History (REF D 21 .L27)
Dictionary of American History (REF E 174 .D52)
Reference Encyclopedia of the American Indian (REF E 76.2 .R4)

Humanities

Religion

New Catholic Encyclopedia (REF BX 841 .N44)
Encyclopedia Judaica (REF DS 102.8 .E497)
Encyclopedia of Islam (REF DS 37 .E523)
Encyclopedia of Religion and Ethics (REF BL 31 .F4)
The New Schaff-Herzog Encyclopedia of Religious Knowledge (REF BR 95 .S435)

Art

Encyclopedia of World Art (REF N 31 .E533)
McGraw-Hill Dictionary of Art (REF N 33 .M23)
Encyclopedia of Painting (REF ND 30 .E5)
Gardner: Art through the Ages (REF N 5300 .G25)

Music

New Grove Dictionary of Music and Musicians (REF ML 100 .G8863)
Internatioanl Cyclopedia of Music and Musicians (REF ML 100 .T47)
Encyclopedia of Jazz (REF ML 3561 .J3 N46)
Encyclopedia of Popular Music (REF ML 102 .J3 S8)
Encyclopedia of Concert Music (REF ML 100 .E85)

Literature

Cambridge History of English Literature (REF PR 83 .C23)
Readers Encyclopedia of American Literature (REF PN 41 .B4)
Cassell's Encyclopedia of World Literature (REF PN 41 .C3)
McGraw-Hill Encyclopedia of World Drama (REF PN 1625 .M3)
Encyclopedia of World Literature in the 20th Century (REF PN 774 .L433)

Philosophy

Encyclopedia of Philosophy (REF B 41 .E5)
Dictionary of the History of Ideas (REF CB 5 .D52)

One Volume Encyclopedias

Van Nostrands Scientific Encyclopedia (REF Q 1221 .V3)
New Columbia Encyclopedia (REF AG 5 .C725)
Random House Encyclopedia (REF AG 5 .R25)
Lincoln Library of Essential Information (REF AG 105 .L55)

13

Dictionaries

Dictionaries are an important source of information about words. They answer questions about their meaning, pronunciation, spelling, derivation, and usage. Arranged alphabetically, dictionaries contain a variety of word information on almost every subject. In addition to providing basic word information, some dictionaries provide more specialized coverage, including

—history of words

—synonyms and antonyms

—biographical facts

—maps

—geographical and historical information

—specialized language information

There are four basic types of dictionaries: general, specialized, subject and foreign language. Understanding the different types of dictionaries and the purposes of each will enable more effective use.

General Dictionaries

General dictionaries are primarily used for spelling, definitions, and pronunciation. **Unabridged dictionaries** include every word in the language, while smaller **abridged dictionaries** are reduced in content and limited to more commonly used words. Some notable examples of abridged and unabridged dictionaries are listed below. Following each list is a sample entry from an unabridged and abridged dictionary that illustrates the differences in length of entry and type of information included.

Unabridged: *Oxford English Dictionary* (REF PE 1625 .M7)
A 13 volume set, often referred to as OED, includes entries on every word in the English language from the year 1160 to the present; gives meaning, spelling, pronunciation, and derivation; especially strong in its historical tracing of each word.

Random House Dictionary of the English Language (REF PE 1625 .R3)

Webster's Third New International Dictionary of the English Language (REF PE 1628 .W4 .M4)

Entry from Webster's Third
New International Dictionary

law·ful \'lȯfəl\ *adj* [ME *lawful*, fr. *lawe* law + *-ful*] **1 a** : conformable to law : allowed or permitted by law : enforceable in a court of law : LEGITIMATE **b** : constituted, authorized, or established by law : RIGHTFUL ⟨the ~ owner⟩ ⟨a ~ day to hold court⟩ **2** : LAW-ABIDING ⟨made his appeal to all ~ citizens against the criminals⟩

SYN LAWFUL, LEGAL, LEGITIMATE, and LICIT can mean, in common, sanctioned by law. LAWFUL implies law of any kind and often comes close to PERMISSIBLE ⟨a *lawful* king⟩ ⟨a *lawful* husband⟩ ⟨found that there is nothing fortuitous about color mixtures but, on the contrary, that they are entirely regular and *lawful* in operation —F.A.Geldard⟩ ⟨the behavior of organisms is plainly *lawful*, the business of science is still to determine how they arrive —H.J.Muller⟩ ⟨that was the only sense in which ambition was *lawful* for a Christian: ambition for the work and not for self —Bruce Marshall⟩ ⟨the time has come when, if ever, it is *lawful* for me to doubt as it is imperative for you to affirm —O.W.Holmes †1935⟩ LEGAL usu. implies the law of the statute books or the courts, often applying more to what is not contrary to that law than to what is allowable by the terms of it ⟨a *legal* resident of the state⟩ ⟨*legal* ownership of property⟩ ⟨*legal* control of crime⟩ ⟨*legal* dishonesty in business⟩ LEGITIMATE now implies not only recognition by law but acceptance by custom, tradition, the rules of inference, a sense of fitness or rightness, or standards of authenticity ⟨the difference between crooked dealing and *legitimate* profiting⟩ ⟨in the light of the parallels which I have adduced the hypothesis appears *legitimate*, if not probable —J.G.Frazer⟩ ⟨a short novel of what might be called *legitimate* adventure —E.L.Acken⟩ ⟨both toy and *legitimate* wooden shoes are manufactured —Loyal Durand⟩ ⟨*legitimate* to claim that much of our truly wonderful prodigality of talent is due to the work of gifted teachers —J.A.Michener⟩ ⟨this *legitimate* contrast to be made between China and western Europe —E.R.Hughes⟩ ⟨the problem of selling books is met through the industry's most *legitimate* channels, namely the bookstores —A. A. Van Duym⟩ LICIT usu. implies strict conformity to law in the way something (esp. what is specifically regulated by law) is performed, executed, or carried on ⟨the state is given its right to determine what is *licit* and illicit for property owners in the use of their possessions —*Commonweal*⟩ ⟨extremely difficult to disentangle truth from falsehood, and far more reliance must be placed on personal and private sources of information than would be *licit* if these barriers did not exist —E.S.Skillin⟩ ⟨the biggest dealer in ivory, both *licit* and illicit, in the town —Stuart Cloete⟩ ⟨a wife's *licit* love⟩

Abridged: *Webster's New Collegiate Dictionary* (REF PE 1628.W4 M4)

American Heritage Dictionary of the English Language (REF PE 1625 .A54)

Entry from American Heritage Dictionary

ex·tor·tion (ĕk-stôr′shən, ĭk-) *n.* **1.** The act or an instance of extorting. **2.** The criminal offense of using one's official position or powers to obtain property, funds, or patronage to which one is not entitled. **3.** The exaction of an exorbitant price. **4.** Something extorted. —**ex·tor′tion·ar′y, ex·tor′tion·ate** (-ĭt) *adj.* —**ex·tor′tion·ate·ly** *adv.*

Specialized Dictionaries

Specialized dictionaries deal with different aspects of words. There are dictionaries of antonyms, synonyms, abbreviations, and quotations. Slang dictionaries, rhyming dictionaries, thesauri, and reverse dictionaries are still other types. Some examples are

Dictionary of Pronunciation (REF PE 1137 .L38)
Acronyms, Initialisms and Abbreviations Dictionary (REF P 365 .G3)
Abbreviations Dictionary (REF PE 1693 .D4)
Dictionary of American Slang (REF PE 3729 .A5 W4)
Dictionary of Quotations (REF PN 6081 .E9)
Roget's International Thesaurus (REF PE 1591 .M37)

Subject Dictionaries

Subject dictionaries include only words associated with a particular subject or discipline. The definitions are usually more detailed than in general dictionaries amd often provide basic information about a subject, much like an encyclopedia. To determine if there is a subject dictionary in a particular subject field, check LUMIN or the Subject Catalog using the subject heading

(SUBJECT)--DICTIONARIES

For example

MUSIC--DICTIONARIES
LAW--DICTIONARIES

Listed below are some subject dictionaries available in Ellis Library.

McGraw Hill Dictionary of Scientific and Technical Terms (REF Q 123 .M34)
Dictionary of Architecture (REF NA 31 .S25)
Webster's Sports Dictionary (REF GV 567 .W37)
Dictionary of Psychology (REF BF 31 .D7)
Harper's Dictionary of Music (REF ML 100 .A48)
Black's Law Dictionary (REF KF 156 .B53)
The American Political Dictionary (REF JK 9 .P55)

Foreign Language Dictionaries

There are two types of foreign language dictionaries. The first is written entirely in one language for people who speak the language; these can be general, specialized, subject, abridged, or unabridged. The second kind is bilingual, providing a translation of one language into another. Bilingual dictionaries are used primarily by students of a language. Such dictionaries are listed in LUMIN or the Subject Card Catalog under

(LANGUAGE)--DICTIONARIES--ENGLISH LANGUAGE

or

ENGLISH LANGUAGE--DICTIONARIES--(LANGUAGE)

Examples of English/foreign language dictionaries are:

Cassell's Spanish Dictionary (REF PC 4640 .C35)
Cassell's Italian Dictionary (REF PC 1640 .C33)
The New Cassell's French Dictionary (REF PC 2640 .C3)
The New Cassell's German Dictionary (REF PF 3640 .B45)

Dictionaries

General Dictionaries

Oxford English Dictionary	REF PE 1625 .M7
Webster's Third New International Dictionary of the English Language	REF PE 1625 .W3
American Heritage Dictionary of the English Language	REF PE 1625 .A54
Webster's New Collegiate Dictionary	REF PE 1625 .W4 .M4
The Random House Dictionary of the English Language	REF 1625 .R3

Specialized Dictionaries

Acronyms, Initialisms and Abbreviations Dictionary	REF P 365 .G3
Dictionary of American English on Historical Principles	REF PE 2835 .C7
Dictionary of Modern English Usage	REF PE 1628 .F65
Dictionary of Contemporary American Usage	REF PE 2835 .E84
Abbreviations Dictionary	REF PE 1693 .D4
Dictionary of Abbreviations	REF P 365 .P3
Dictionary of American Slang	REF PE 2846 .W4
Dictionary of Slang and Unconventional English	REF PE 3721 .P322
Dictionary of Pronunciation	REF PE 1137 .L38
Dictionary of Quotations	REF PN 6081 .E9
Doubleday Roget's Thesaurus in Dictionary Form	REF PE 1591 .O6
Roget's International Thesaurus	REF PE 1591 .R7
Synonym Finder	REF PE 1591 .R64

Subject Dictionaries

Humanities

Dictionary of Philosophy and Religion	REF B 41 .R43
Dictionary of the Bible	REF BS 440 .D3
Harper's Dictionary of Music	REF ML 100 .A48
Harvard Dictionary of Music	REF ML 100 .A64
Oxford Dictionary of Music	REF ML 100 .A64
Illustrated Glossary of Architecture	REF NA 31. H34

Social Sciences

Dictionary of Politics	REF KF 156 .B53
Dictionary of American History	REF E 174 .A43
Webster's New Geographical Dictionary	REF G 103 .W45
Dictionary of Sociology	REF HM 17 .F3
Dictionary of the Social Sciences	REF H 41 .R42
Black's Law Dictionary	REF KF 156 .B53
Dictionary of Dates	REF D 9 .K4

Science

McGraw-Hill Dictionary of Physics and Mathematics	REF QC 5 .M23
McGraw-Hill Dictionary of Scientific and Technical Terms	REF Q 123 .M34
Mathematics Dictionary	REF QA 5 .J32
Condensed Chemical Dictionary	REF QD5 .C5
Stedman's Medical Dictionary	REF R 121 .S8
Dictionary of Energy	REF TJ 163.8 .C68

Foreign Language Dictionaries

Cassell's French-English, English-French Dictionary	REF PC 2640 .C3
Cassell's Italian-English, English-Italian Dictionary	REF PC 1640 .C33
Cassell's Portuguese-English, English-Portuguese Dictionary	REF PC 5333 .R5
Cassell's Spanish-English, English-Spanish Dictionary	REF PC 4640 .C35
Langenscheidt's Comprehensive English-German Dictionary	REF PF 3640 .M53

Thesauri

Everyman's Thesaurus of English Words and Phrases	REF PE 1591 .R7
The Original Roget's Thesaurus of English Words and Phrases	REF PE 1591 .R7
Roget's II: The New Thesaurus	REF PE 1591 .R737
Roget's International Thesaurus	REF PE 1591 .R7
Webster's Collegiate Thesaurus	REF PE 1591 .W38
Random House Thesaurus	REF PE 1591 .R28
Thesaurus of Book Digests	REF Z 1035 .A1 W4
Political Science Thesaurus II	REF Z 695.1 .P63 B4
Thesaurus of ERIC Descriptors	REF Z 695.1 .E3 E34
Data Base Thesaurus	REF Z 695.1 .E2 M36

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Biographical Sources

A biography is a written account of a person's life. It may be a complete book written about a person or a collection of articles about the lives of prominent individuals. Some biographical sources simply list essential facts about a person, while others present the facts in a longer, narrative form. The latter sometimes includes a list of references that can be used to find additional information. Biographical sources cover living and deceased individuals, well-known historical figures, and current personalities. They may include information about a general variety of individuals from all walks of life or focus on a particular group of people. Biographies are used to locate addresses, to find information on achievements, or to discover a birth date or date of death.

There are three main types of biographical sources:

—general

—national or regional

—professional or occupational

General Biographies

The articles in general biographical sources may vary in length from a couple of sentences to several pages. They deal with persons from all countries and all time periods and are usually arranged alphabetically. General biographical sources are useful for brief identification when nothing is known about a person: they are a stepping stone to more specialized biographical information.

Some examples of general biographical dictionaries are

Current Biography (REF CT 100 .C8)
Provides a detailed biography of newsworthy individuals and international personalities primarily influencing the American scene. Often includes a photograph of the person, obituaries, and bibliographies.

International Who's Who (REF CT 120 .I5)
An annual biographical dictionary with world-wide coverage.

Webster's Biographical Dictionary (REF CT 103 .W4)
A concise international dictionary.

Contemporary Authors (REF Z 1224 .C6)
An international bio-bibliographical guide to current authors and their works.

McGraw-Hill Encyclopedia of World Biography (REF CT 103 .M27)
Short essays, includes bibliographies.

National or Regional Biographies

These biographies are generally primarily limited to persons living in a particular country or region. Some include only living or deceased persons, while others include both. Some examples of national biographies are

Dictionary of American Biography (REF E 176 .D563)
Scholarly biographies of notable Americans who are deceased; includes bibliographies and an index.

Dictionary of National Biography (REF DA 28 .D45)
Signed articles on noteworthy deceased British citizens and noteworthy Americans of the colonial period.

National Cyclopedia of American Biography (REF E 176 .N28)
Most comprehensive list of living and dead notable Americans available in one source.

Many countries and regions have biographical directories of important persons.

Who's Who (British) (REF DA 28 .W6)
Who's Who in America (REF E 663 .W56)
Who's Who in the East (U.S.) (REF E 747 .W59)
Who's Who in the Midwest (U.S.) (REF E 747 .W63)

Professional or Occupational Biographies

Many biographical directories group persons according to their profession or business. There is a biographical source for almost any field of specialization—from allergists to zoologists. Examples of specialized occupational biographical sources are

Who's Who in Finance and Industry (REF HF 3023 .A2 .W52)
Who's Who in Architecture (REF NA 40 .W48)
American Authors, 1600-1900 (REF PS 21.K8)
Who's Who in American Politics (REF E 176 .W6424)

American Men and Women of Science (REF Q 141 .A472)
Includes men and women in all areas of science, physical and biological, social and behavioral.

To determine whether there is a biographical directory for a certain group of professionals, consult LUMIN or the Subject Catalog under the subject heading

(GROUP) -- DICTIONARIES.

For example: PSYCHOLOGISTS -- DICTIONARIES.

Biographical Indexes

In addition to complete books composed of biographical information, many biographical sketches can be found in periodicals or in collected works. These are located using a biographical index.

Biography Index (REF Z 5301 .B5)
Indexes journal articles and books, including material about persons both living and dead from all countries and professions.

Biographical Dictionaries Master Index (REF Z 5305 .U5 B56)
Indexes over fifty current biographical dictionaries; emphasis on living Americans, all occupations.

Biography and Genealogy Master Index (REF Z 5305 .U5 .B57 1980)
The most comprehensive guide to biographical information ever published; it indexes more than 3,200,000 biographical sketches in over 350 current and retrospective biographical dictionaries.

New York Times Obituaries Index (REF CT 213 .N47)
International, includes all occupations.

Biographical Dictionaries and Related Works (REF Z 5301 .S55)
International in scope, covers all languages and cultures. Its subtitle is descriptive of its contents: "An international bibliography of collective biographies, collections of epitaphs, selected genealogical works, dictionaries of anonyms and pseudonyms, historical and specialized dictionaries, biographical materials in government manuals, bibliographies of biography, biographical indexes and selected portrait catalog."

Biographical Sources

General Biographical Sources

Current Biography	REF CT 100 .C8
Biographical Dictionaries and Related Works	REF Z 5301 .S55
Contemporary Authors	REF Z 1224 .C62
Chamber's Biographical Dictionary	REF CT 103 .C4
International Who's Who	REF CT 120 .I5
International Yearbook & Statesmen's Who's Who	REF JA 51 .I57
McGraw-Hill Encyclopedia of World Biography	REF CT 103 .M27
Lippincott's Pronouncing Biographical Dictionary	REF CT 103 .L7
Webster's Biographical Dictionary	REF CT 103 .W4
Who's Who in the World	REF CT 120 .W5
World Who's Who of Women	REF CT 3235.W67

National/Regional Biographical Sources

Biographical Dictionary of Republican China	REF DS 778.A1B5
Dictionary of American Biography	REF E 176.D563
Dictionary of Greek and Roman Biography and Mythology	REF DE 5 .S74
Dictionary of National Biography	REF DA 28 .D45
Encyclopedia of American Biography	REF CT 213 .G37
National Encyclopedia of American Biography	REF E 176 .N2816
Notable American Women	REF CT 3260 .N57
Who Was Who in America	REF E 663 .W54
Who's Who, an Annual Biographical Dictionary	REF DA 28 .W6
Who's Who in America, a Biographical Dictionary of Notable Living Men and Women	REF E 663 .W56
Who's Who of American Women, With World Notables	REF CT 3260 .W5 12

Occupational Biographical Sources

American Men and Women of Science	REF Q 141 .A472
American Authors, 1600-1900	REF PS 21 .K8
Author's and Writer's Who's Who	REF Z 1010 .A8 6
Baker's Biographical Dictionary of Musicians	REF ML 105 .B16
Biographical Dictionary of the Left	REF Z 1010 .A8 6
Biographical Dictionary of Wax Modellers	REF NK 9580 .P94
Composers Since 1900	REF ML 390 .E833
Dictionary of Scientific Biography	REF Q 141 .D5
Directory of American Scholars, a Biographical Dictionary	REF LA 2311 .C32
European Authors, 1000-1900	REF PN 451 .K8
Great Composers, 1300-1900	REF ML 105 .E944
McGraw-Hill Modern Scientists and Engineers	REF Q 141 .M15
Who's Who in American Politics	REF E 176 .W6424

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Who's Who in Finance and Industry	REF HF 3023 .A2 .W5
Who's Who in Football	REF GV 939 .A1 M46
Who's Who in Space	REF TL 789.85.A1W5

Biographical Indexes

Biography Index	REF Z 5301 .B5
Biographical Dictionaries Master Index	REF Z 5305.U5 .B56
Chicorel Index to Biographies	REF Z 5301 .C54
Index to Profile Sketches in New Yorker Magazine	REF Z 5305 .U5 .S5
New York Times Obituaries Index	REF CT 213 .N47

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Atlases

An atlas is a collection of maps bound into one or more volumes, accompanied by charts, tables, plates, and explanatory text. The word "atlas" was first used by Gerhard Mercator (1512-1594) as a title to a collection of 107 maps. The publisher of Mercator's maps illustrated the title page with an engraving of the Greek god Atlas holding up the world.

Most atlases fall into one of two general classes. The first is the political or physical, or combination of both, that displays political boundaries and/or the physical features of areas of the world. The second is the thematic atlas, which serves a special purpose. Atlases in both classes are primarily graphic representations instead of the purely textual approach to knowledge. Atlases can be either current or historical. Some cover the entire world, while others cover only certain regions, countries, or periods in history. Atlases often include information other than maps, such as climate and soil charts, descriptions of physical features, and population and economic information. Thematic atlases might provide a user with the dimensions of a canyon on the moon or the extent of the spread of the Black Death, the Papal Schism, etc. The gazetteer, an index to the maps in an atlas, indicates on which map a city or natural feature can be found, as well as its population, latitude and longitude.

There are a great variety of reasons for consulting an atlas—determining the location of a particular town, identifying the nearest railroad serving that town, its height above sea level, the number of hotels in that town, or its zip code. The use of atlases can clarify and enrich many areas of research and study. Examples of different types of atlases are listed below. A list of some of the atlases available in Ellis Library with call numbers follows at the end of the chapter.

The Times (London) Atlas of the World (REF G 1019 .T52)

The emphasis in this atlas is on large-scale, multiple maps for several countries, with great care given to detail and color. Each volume covers a different section of the world, and each has its own index-gazetteer. The set includes thematic features such as oceanography, climate, population, and communications. Place names are given, preferably in the form of the spelling officially used by the inhabitants of a given country.

Rand McNally Cosmopolitan World Atlas (REF G 1019 .R24)

This is an atlas of the world mapped on a regional basis. Maps are clear and up-to-date. Maps for the individual states of the U.S., with small insets for areas of large cities, are particularly useful. There are special sections on the earth as a planet and world metropolitan area maps. Special tables include world political information by country, tables of distances, list of principal lakes, rivers, islands, etc.

Rand McNally Commercial Atlas and Marketing Guide (REF G 1046 .G1 .C65)

This is primarily an atlas of America. The first part includes statistical tables of population, business and manufacturers, agriculture and other commercial features. Of particular interest is the section "State Maps and Statistics," which is arranged alphabetically by state with maps of each state followed by some special maps and tables and finally an alphabetical listing of all the cities and towns

within the state, giving for each the population, county seat, map key, altitude, elevation, post office, zip code, transportation services, banking and other data. This information in some cases is indicated by symbols, with a key to the symbols at the bottom of each page.

Shepherd's Historical Atlas (REF G 1030 .S4)

This is a well-known and long-established historical atlas covering from 1430 B.C. to 1964. The maps determine political boundaries at various times in history, chart routes used by explorers, and indicate the distribution of monastic centers of medieval Europe, among other uses. This is a good example of a thematic atlas.

Rand McNally Bible Atlas (REF BS 630 .K7)

Twenty-two maps form the center of this volume, which is primarily a historical discussion of geographical references in the Bible told with archaeological and historical background.

To determine if there is a thematic atlas in your field of interest, check LUMIN or the Subject Catalog under the subject heading

(SUBJECT) -- ATLAS

For example: PLANTS -- ATLAS

The majority of the atlases can be located in the reference collection in 1 South.

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Atlases

World Atlases

Rand McNally Cosmopolitan World Atlas	REF G 1019 .R24
Rand McNally International Atlas	REF G 1019 .R52
Times (London) Atlas of the World	REF G 1019 .T52
The Times Atlas of the World	REF G 1021 .T55
Hammond Medallion World Atlas	REF G 1019 .H3295
The Earth and Man: A Rand McNally World Atlas	REF G 1019 .R26
National Geographic Atlas of the World	REF G 1021 .N38

United States Atlases

Rand McNally Road Atlas: United States	REF G 1201 .P2 .R35
National Atlas of the U.S.A.	REF G 1200 .U57

Historical Atlases

Shepherd's Historical Atlas	REF G 1030 .S4
New Cambridge Modern History Atlas	REF D 208 .N42
Russian History Atlas	REF G 2111 .S1 .G52
Atlas of Early American History	REF G 1201 .S3 .A8

Commercial Atlases

Rand McNally Commercial Atlas and Marketing Guide	REF G 1046 .G1 .C65
Oxford Economic Atlas of the World	REF G 1046 .G1 .O92

Gazetteers

Columbia Lippincott Gazetteer of the World	REF G 103 .L7
Times World Index Gazetteer	REF G 103 .T5

Thematic Atlases

Rand McNally Bible Atlas	REF BS 630 .K7
Atlas of the Universe	JOUR-L QB 44 .M5425
Comparative Atlas of America's Great Cities	REF G 1021 .A1 .A3
Atlas of Missouri	REF G 1435 .R3
Atlas of Plant Life	QK 50 .E3
Atlas of the Classical World	REF DE 29.H463

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Facts and Statistics

Libraries collect many "fact books," both general and specialized, to help answer quick reference questions or provide specific facts. Almanacs, yearbooks, and statistical sources are three types of fact books. It is important to become familiar with the content and structure of these sources in order to retrieve specific facts as quickly as possible.

Almanacs

An almanac is a handy collection of frequently needed facts and statistics gathered from many sources and reprinted under one cover. Old-style almanacs were written to provide astronomical and meteorological information — high and low tides, weather forecasts, and the like. The *Old Farmer's Almanac* is a familiar title.

Modern almanacs are usually consulted to answer quick reference questions on a variety of subjects, ranging from Academy Awards winners to zoos in the United States. The variety and diversity of information included in almanacs makes them very interesting to use. Almanacs offer relatively recent information, updating standard sources like encyclopedias. Most tend to appear yearly, and present information in easy-to-read charts and tables. Most almanacs also serve as directories, supplying addresses for individual personalities, associations, and professional societies. The key to an almanac is its index. Each almanac is arranged differently and often in no apparent order, so it is necessary to use the index located in either the front or back of the book. Since almanacs are used to find a specific bit of information as quickly as possible, an accurate, detailed index is essential. The contents of almanacs vary, so it may be necessary to use more than one to locate a specific piece of information. Some of the almanacs available in Ellis Library are

World Almanac and Book of Facts (REF AY 67 .N5 .W7)
Information Please Almanac (REF AY 64 .I55)
Reader's Digest Almanac (REF AY 64 .R4)
Whitaker's Almanack (REF AY 754 .W5)
Canadian Almanac & Directory (REF AY 414 .C2)

Several almanacs have been published annually for a hundred years or more. The back issues of these almanacs provide facts and statistics about previous years, referred to as retrospective information, and identify the social and political trends of a time period. *The World Almanac and Book of Facts* was first published in 1868, so more than 100 years of factual material is available from that source.

Statistical Sources

Statistics reinforce and illustrate important principles and concepts and give authority and credibility to research. When intelligently used, they can help formulate convincing arguments for advancing a point of view. Publications that are specifically designed to update statistics and other types of current information are most often published by government agencies, whether domestic, foreign, or international; these are generally the best source for most types of statistics. The U.S. Government gathers and publishes statistics on all aspects of our lives — births, education, homes and families, working lives, and deaths. The most frequently needed U.S. statistics are pulled from many government publications and printed in one volume called *Statistical Abstract of the United States* (REF HA 202 .A38). It includes summaries of statistics on the social, political and economic organization of the country.

Almanacs and Statistical Sources

Almanacs

People's Almanac	REF AG 106 .P46
Woman's Almanac	REF HQ 1115 .I37
Women's Rights Almanac	REF HQ 1406 .W65
International Motion Picture Almanac	REF PN 1993.3 .I55
Standard Education Almanac	REF L 901 .S72
Canadian Almanac and Directory	REF AY 414 .C2
Dow-Jones Business Almanac	REF HF 5003 .D68A
World Almanac and Book of Facts	REF AY 67 .N5W7
Information Please Almanac	REF AY 64 .I55

Statistical Sources

Statistical Yearbook (United Nations)	REF HA 12.5 .U63
Statistical Abstract of the United States	REF HA 202 .A38
County and City Data Book	REF HA 202 .A36
Historical Statistics of the United States (2 vols.)	REF HA 202 .A385
State and Metropolitan Area Data Book	REF HA 202 .A364
American Statistics Index	REF Z 7554.U5A46
Index to International Statistics	REF HA 154 .I544
Statistical Reference Index	REF Z 7554.U5.S822
Statistical Abstract for Missouri	REF HA 475 .S7
Agricultural Statistics	REF HD 1751 .A43

Other Sources

Statesman's Yearbook	REF JA 51 .S7
Facts on File, a Weekly World News Digest	REF D 410 .F3
The Guinness Book of World Records	REF AG 2453 .G87

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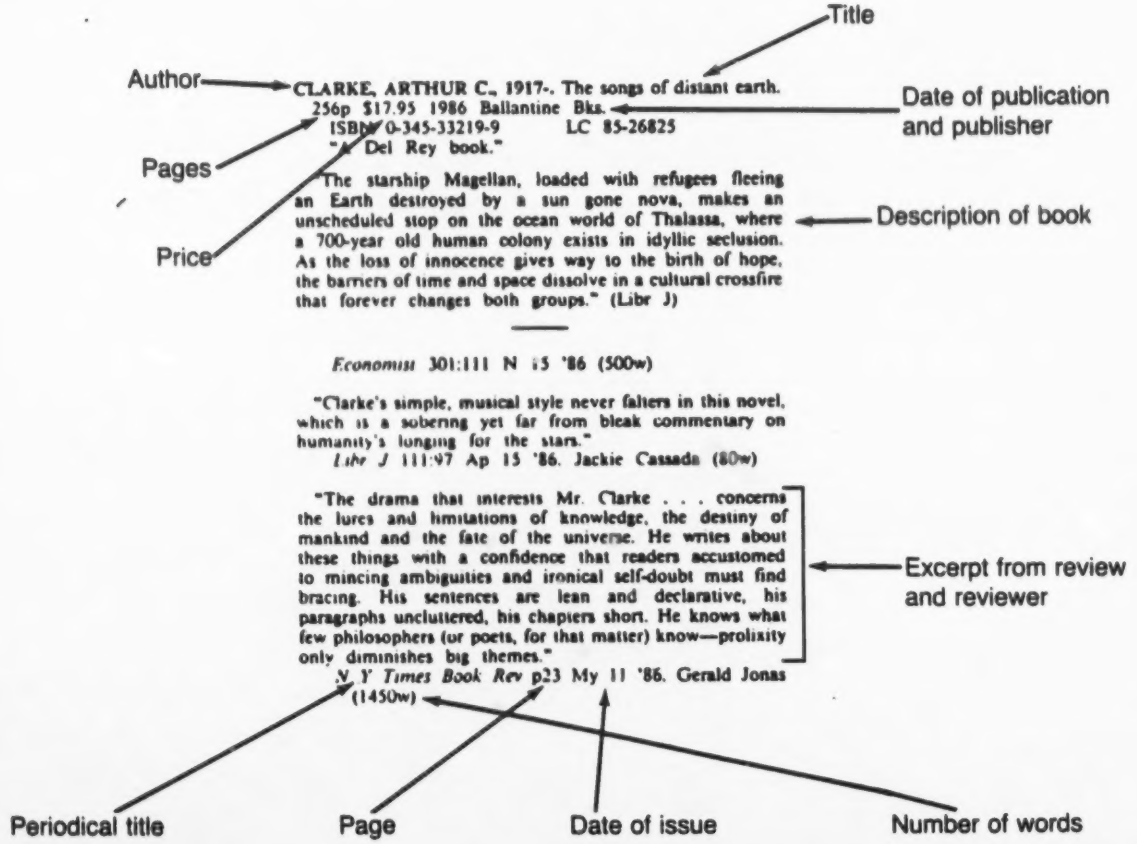
Book & Film Reviews, Plot Summaries and Pamphlets

Book reviews are critical evaluations of a book that are published in a periodical or newspaper. Reviews usually discuss the style and content, or in case of fiction, character development and plot of a book. Book reviews can be used in the selection of sources for a paper or to locate biographical information and summaries of a book's content. The specific index required to locate reviews depends on the subject matter of the book. Reviews for popular fiction and non-fiction books are indexed in general book review indexes like the *Book Review Digest* and the *Book Review Index*.

Book Review Digest (REF Z 1219 .C96)

Book Review Digest indexes reviews from 80 popular magazines. In addition to the bibliographic citation, the *BRD* includes the price, page count, a brief descriptive note, and three to four excerpts from reviews. Issued monthly with annual cumulation, it has an author, title, and subject index.

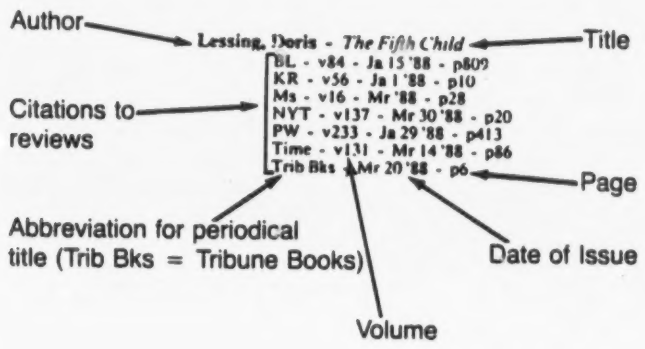
Below is a sample entry from the *BRD*.


Title
Author
CLARKE, ARTHUR C., 1917-. The songs of distant earth.
256p $17.95 1986 Ballantine Bks.
Date of publication and publisher
ISBN 0-345-33219-9 LC 85-26825
"A Del Rey book."
Pages
Price
"The starship Magellan, loaded with refugees fleeing an Earth destroyed by a sun gone nova, makes an unscheduled stop on the ocean world of Thalassa, where a 700-year old human colony exists in idyllic seclusion. As the loss of innocence gives way to the birth of hope, the barriers of time and space dissolve in a cultural crossfire that forever changes both groups." (Libr J)
Description of book
Economist 301:111 N 15 '86 (500w)
"Clarke's simple, musical style never falters in this novel, which is a sobering yet far from bleak commentary on humanity's longing for the stars."
Libr J 111:97 Ap 15 '86. Jackie Cassada (80w)
"The drama that interests Mr. Clarke . . . concerns the lures and limitations of knowledge, the destiny of mankind and the fate of the universe. He writes about these things with a confidence that readers accustomed to mincing ambiguities and ironical self-doubt must find bracing. His sentences are lean and declarative, his paragraphs uncluttered, his chapters short. He knows what few philosophers (or poets, for that matter) know—prolixity only diminishes big themes."
Excerpt from review and reviewer
N Y Times Book Rev p23 My 11 '86. Gerald Jonas (1450w)
Periodical title
Page
Date of issue
Number of words

Book Review Index (REF Z 1035 .A1 .B62)

BRI indexes reviews from more than 200 periodicals. Its coverage is more extensive than *Book Review Digest* because it is not limited to popular magazines; however, it does not include excerpts from reviews. Issued bi-monthly with annual cumulation, it is arranged alphabetically by the author's last name. A title index was added beginning with the 1976 edition.

Below is a sample entry.


Author
Lessing, Doris - The Fifth Child
Title
BL - v84 - Ja 15 '88 - p809
KR - v56 - Ja 1 '88 - p10
Ms - v16 - Mr '88 - p28
NYT - v137 - Mr 30 '88 - p20
PW - v233 - Ja 29 '88 - p413
Time - v131 - Mr 14 '88 - p86
Trib Bks - Mr 20 '88 - p6
Citations to reviews
Page
Abbreviation for periodical title (Trib Bks = Tribune Books)
Date of Issue
Volume

Current Book Review Citations (REF Z 1035 .A1 .C86)

An annual multidisciplinary index listing reviews in more than 1,000 popular and scholarly journals, it duplicates information included in the ten leading periodical indexes — *Applied Science and Technology Index, Art Index, Biological and Agricultural Index, Business Periodicals Index, Education Index, Humanities Index, Index to Legal Periodicals, Library Literature, Reader's Guide,* and *Social Science Index*. Coverage includes fiction and non-fiction books, foreign language titles, new editions, and juvenile and young adult literature.

Index to Book Reviews in the Humanities (REF Z 1035 .A1 .I5)

Annually indexes reviews in more than 2,000 scholarly periodicals. Subject coverage includes art, architecture, biography, drama, folklore, history, language, literature, music, philosophy, and travel.

Review Journals

Review journals are published primarily to review new publications. The following is a short list of the major general interest review journals.

New York Review of Books (Z 1035 .A1 .N483)
Includes scholarly, thoughtful, and extensive reviews of books and issues.

New York Times Book Review (Z 1035 .A1 .N485)
A standard book review journal. The *New York Times Book Review Index* lists all reviews that appeared in the *Times* between 1896 and 1970. For more recent reviews, consult the *New York Times Index* under the heading "Book Reviews."

Times (London) Literary Supplement (LARGE AP 4 .T45)
A British publication; international in scope.

Film Reviews

Periodical indexes also provide access to film reviews. The reviews are grouped together in one section and are not listed under individual titles. Indexes that include film reviews are

The New York Times Film Reviews (REF PN 1995 .N48)
Reprints actual reviews from the *New York Times* as far back as 1913. For recent reviews, consult the *New York Times Index* under the heading "Motion picture reviews."

Readers' Guide to Periodical Literature (REF AI 3 .R48)
Reviews are listed under the heading "Motion Picture Reviews — Single Works", and under "Moving Picture Plays" before 1977.

Art Index (REF Z 5937 .Z78)
Lists movie reviews under the heading "Moving Picture Reviews — Single Works."

British Humanities Index (REF Z 2005 .B7)
Lists movie reviews under the heading "Cinema."

Humanities Index (REF AI 3 .H8)
Lists movie reviews under the heading "Moving Pictures Reviews — Single Works."

Plot Summaries

Digests or summaries of books are useful supplements to reading. There are many sources that give synopses of books. Examples are

Masterplots (REF PN 44 .M33) (1977-)
A multi-volume set of synopses of more than 2,300 literary works, arranged alphabetically by the title of the work; includes author, title, date of publication, principal characters, critique, and story.

Survey of Contemporary Literature (REF PN 44 .M34)
A multi-volume set; continues the Masterplots series from 1970- to present.

Reader's Digest of Books (REF PN 44 .K4)
Published in 1929; contains synopses of outstanding fiction and non fiction.

Thesaurus of Book Digests (REF PN 44 .H38)
Digests of important literary works from ancient classics to current literature published before 1980.

Pamphlets

The pamphlet file, also called the Vertical File, is located in the Reference area on 1 South. It contains newspaper clippings, charts, maps, pictures, pamphlets, and some government documents on subjects of current interest. The items in the Vertical File are arranged alphabetically by subject. Consult the subject list at the Vertical File to see if there is subject coverage on a particular topic.